

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
September 22, 2016**

1 Upon due notice, given and received, the Board of Directors of The Terrace at
2 Canyon Hills Homeowners Association held their regularly scheduled Board of
3 Directors Meeting on Thursday, September 22, 2016 at the Accell Property
4 Management office located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills,
5 CA 92653. The meeting was called to order at 6:31 p.m., with a quorum of Directors
6 present.

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8 **Directors Present**

9 Susie Cox, Vice President
10 David Golbahar, Treasurer
11 Gene Levy, Secretary
12 Marlene Eckstein, Member at Large

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14 **Directors Absent**

15 Rob Alen, President

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17 **Also Attending**

18 Eric Fordyce, Accell Property Management, Inc.
19 Six (6) Homeowner

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21 **Executive Session Meeting Topic**

22 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
23 that the following topics were discussed during the Executive Session Meeting held
24 on September 22, 2016:

- 25
- 26 1. Approval of the August 25, 2016 Executive Session Meeting Minutes.
 - 27 2. Held Hearing for Member Discipline
 - 28 3. Collection Matters - Case History Summary Report submitted by The Judge
29 Law Firm.

30
31 The foregoing resolution is executed pursuant to the general consent of the Board of
32 Directors.

Executive Session
Meeting Topics

35 **Open Forum**

36 There was six (6) Homeowner present during Open Forum to discuss the Annual
37 Meeting, slurry seal concerns, landscaping concerns and architectural application
38 concern.

Open Forum

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40 **Landscape Committee Report**

41 Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update
42 of the landscape improvements throughout the community. Marlene Eckstein
43 requested to renovate the courtyards a circle at a time rather than random courtyards
44 in the community. Following review and discussion, a motion was made by Susie Cox
45 and seconded by David Golbahar to approve an allowance of two hundred dollars
46 (\$200.00) per courtyard in each circle for landscape renovations. The motion passed
47 unanimously.

Landscape
Committee Report

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49 **Minutes**

50 The Board of Directors reviewed the Minutes from the August 25, 2016 Board of
51 Directors Meeting. Following review and discussion, a motion was made by Susie
52 Cox and seconded by David Golbahar to approve the Minutes as presented. The
53 motion passed unanimously.

Minutes

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55 **Maintenance & Service Proposals**

56 The Board of Directors reviewed a proposal submitted by Horizon lighting regarding a
57 time clock retrofit, at a cost of seven hundred dollars (\$700.00). Following review and
58 discussion, it was the general consent of the Board of Directors to table the
59 discussion.

Horizon Lighting

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61 The Board of Directors reviewed a proposal submitted by Horizon lighting regarding
62 an electrical timer switch installation, at a cost of four hundred dollars (\$400.00).
63 Following review and discussion, it was the general consent of the Board of Directors
64 to table the discussion.

Horizon Lighting

65

66 The Board of Directors reviewed a proposal submitted by Sea Crest Landscape
67 regarding scalp mowing of turf and over seeding with Perennial rye grass seed.
68 Following review and discussion, it was the general consent of the Board of Directors
69 to postpone the discussion to the October 27, 2016 Meeting.

Sea Crest
Landscape

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71	The Board of Directors reviewed a proposal regarding wrought iron painting and	72	repair. Following review and discussion, <u>it was the general consent of the Board of</u>	73	<u>Directors to postpone the discussion to the October 27, 2016 Meeting.</u>	74		Wrought Iron	
								Paint & Repair	
75	<u>Administrative & Operating Requests and Actions</u>								
76	The Board of Directors reviewed patio and deck report. Following review and	77	discussion, <u>it was the general consent of the Board of Directors to table the</u>	78	<u>discussion to the October 27, 2016 Meeting.</u>	79		Patio/Deck	
								Report	
80	The Board of Directors held a discussion regarding the Homeowner Opt-In Form.	81	Following review and discussion, <u>a motion was made by Gene Levy and seconded by</u>	82	<u>David Golbahar to approve correspondence sent out to all homeowners with a self-</u>	83	<u>addressed envelope and stamp, and cover letter including the Opt-In Form. The</u>	84	<u>motion passed unanimously.</u>
85								Opt-In Form	
86	The Board of Directors reviewed the 2016 Annual Calendar. Following review and	87	discussion, <u>it was the general consent of the Board of Directors to add adjustment of</u>	88	<u>the common area lights to the month of March and September.</u>	89		2016 Annual	
								Calendar	
90	The Board of Directors reviewed the website presentation by Gene Levy. Following	91	review and discussion, <u>a motion was made by Gene Levy and seconded by Susie</u>	92	<u>Cox to approve Web Design to create the Associations website, at a one-time cost of</u>	93	<u>five hundred dollars (\$500.00). In addition, a monthly maintenance cost of one</u>	94	<u>hundred dollars (\$100.00). The motion passed unanimously.</u>
95								Web Design	
96	The Board of Directors held a discussion regarding Garage Inspections. Following	97	review and discussion, <u>it was the general consent of the Board of Directors to include</u>	98	<u>the Elite Enforcement Parking Permit Policy in the October 27, 2017 Agenda.</u>	99		Garage	
								Inspections	
100	The Board of Directors held a discussion regarding Rule Enforcement. Following	101	review and discussion, <u>it was the general consent of the Board of Directors to support</u>	102	<u>Management in the complete enforcement of the new Rules and Regulations to be</u>	103	<u>adopted at the October 27, 2016 Meeting.</u>	104	Rule Enforcement
105	The Board of Directors held a discussion regarding Management Responsibility.	106	Following review and discussion, <u>it was the general consent of the Board of Directors</u>					Management	
								Responsibility	

107 to include all Management approvals in the Board Packet each month.

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109 **Architectural Matters**

110 The Board of Directors reviewed an Architectural Application submitted by Volpe, 508
111 San Nicholas Court. Following review and discussion, a motion was made by Susie
112 Cox and seconded by David Golbahar to conditionally approve the application under
113 the conditions similar to unit 207's new A/C line installation. The motion passed
114 unanimously.

508 San
Nicolas Court

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116 **Financial Actions**

117 The Board of Directors reviewed the Bank Transaction Resolution. No further action
118 was taken at this time.

Bank Transaction
Resolution

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120 **Financials**

121 The Board of Directors reviewed the financial statements for the period ending
122 August 31, 2016. Following review and discussion, a motion was made by Gene
123 Levy and seconded by Susie Cox to approve the Financial Statements subject to
124 year-end audit. The motion passed unanimously.

Financial

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126 **Adjournment**

127 There being no further business to come before the Board, it was the general consent
128 of the Board of Directors to adjourn the Meeting at 8:30 p.m.

Adjournment

129

130 **Attest**

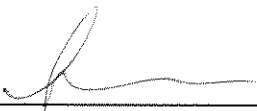
Attest

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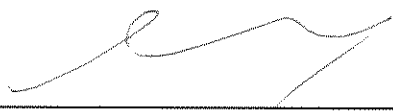
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President



Secretary