

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**APRIL 26, 2018**  
**MINUTES**

**NOTICE** With due notice given and received, the Regular Meeting of the Board of Directors of The Terrace at Canyon Hills Homeowners Association was held on April 26, 2018 at 6:00 P.M. at Platinum Management Group Office located at 65 Enterprise, 3<sup>rd</sup> Floor, Aliso Viejo, California.

**PRESENT** Gary Bittner, President (via phone at 6:00pm / arrived at 6:45pm)  
David Golbahar, Vice President  
Frank Aronoff, Treasurer (arrived at 7:25p.m.)  
Marlene Eckstein, Member at Large  
  
Eric Fordyce, Platinum Management Group

**ABSENT** None

**CALL TO ORDER** The meeting was called to order by the Board President, Gary Bittner, at 6:04 P.M. with quorum of the Directors present.

**OPEN FORUM** There were 3 homeowners in attendance. A homeowner brought to the Board of Director's attention subleasing units are against the association's CC&Rs, tenants driving the wrong way on the one-way circles, posting meeting agenda at each mailbox, verifying the Santa Rosa Court spa light is an incandescent light at the lowest wattage, and rescinding the common area landscape notice.

**COMMMITTEE REPORTS** Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update of the current landscape improvements throughout the community and provided their recommendations.

Gene Levy, Maintenance Chairperson, provided the Board of Directors an update of the on-going maintenance, garage number tags, and routine maintenance by Carasso Construction.

Gene Levy, Communications Chairperson, provided the Board of Directors an update regarding the amount of residents' opt-in the association's website to receive email updates regarding the community.

**EXECUTIVE SESSION DISCLOSURE**

In accordance with California Civil Code 4935(e), an executive session Board Meeting was held after to the regular session Board Meeting on March 29, 2018 and the following topics were reviewed:

- A. Approved the March 29, 2018 Executive Meeting Minutes;
- B. Reviewed Homeowner Correspondence Regarding a late fee waiver.
- C. Reviewed Delinquency Report

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**TREASURER'S  
REPORT**

As the March 31, 2018 Financial Statement, the operating account reflects a year to date revenue of \$576,475 and a year to date expenditures of \$701,030.

The association also contributes \$31,985 a month to the reserve account per the approved annual budget. These funds are for future capital improvements and replacement components per the reserve study. The total Reserve Funds as of March 31, 2018 are \$1,114,656.65.

**CONSENT  
CALENDAR**

The Board of Directors review the consent calendar for the following:

- A. March 29, 2018 Board of Directors Meeting Minutes - Following review and discussion, a motion was duly made by Marlene Eckstein and seconded by David Golbahar to approve the minutes as amended. Motion passed unanimously.
- B. Acceptance of the March 31, 2018 Financials – It was the general consent of the Board of Directors to postpone the approval until the Treasurer, Frank Aronoff, arrive to the board meeting.

**NEW BUSINESS**

- A. Earthquake Insurance - The Board of Directors reviewed multiple proposals submitted by the Association's insurance agent, Greg Lerum. Following review and discussion, it was the general consent of the Board of Directors to table this item as this topic should be given to owners that are interested in the cost for the association to obtain earthquake insurance.
- B. Pool / Spa Chemical Controller - The Association's pool contractor, Blue Ray Management, provided a proposal to install a new chemical controller in the amount of \$12,250.00 that will satisfy the requirement for Title 22 regulations. This controller will control the pH, sanitizer and temperature for both pools and spas. Following review and discussion, there was no motion made therefore no further action will be taken.
- C. Common Area Improvements –
  1. Carasso Construction Services provided proposals for common area repairs from the Association's operating funds:
    1. 222 Santa Rosa Court – wood trim and weep screed replacement, siding repairs in the amount of \$793.00 – a motion was duly made by David Golbahar and seconded by Gary Bittner to approve this proposal as presented. Motion passed unanimously.
    2. 514 San Nicholas court – termite repairs in the amount of \$710.00 – a motion was duly made by Gary Bittner and seconded by Marlene Eckstein to approve this proposal. David Golbahar abstained. Motion passed by majority vote of the Board of Directors.
    3. March Maintenance Punchlist in the amount of \$2,566.00 - it was the general consent of the Board of Directors to approve the proposal as presented.

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2. Carasso Construction Services provided proposals for common area repairs from the Association's reserve funds:
  - A. San Nicholas Pool – Fence replacement in the amount of \$895; \$1,180 – Metalizing Option - it was the general consent of the Board of Directors to approve the metalizing option proposal as presented.
  - B. Canyon Hills Road - Fence Extension & Gate Lock Modification in the amount of \$2,180.00 - it was the general consent of the Board of Directors to postpone this item to the May agenda.
  - C. Behind 500 Circle / Artisan Apartments – Additional Iron Fence in the amount of \$5,105.00 - there was no motion made therefore no further action will be taken.
4. Siding Replacement – Priority B - \$198,179.00; Priority C - \$51,794.00 - a motion was duly made by Frank Aronoff and seconded by Marlene Eckstein to approve both priority B and C proposals. David Golbahar voted against the motion. Motion passed by majority vote of the Board of Directors.
5. Address Number Replacement in the amount of \$5,330.00 - it was the general consent of the Board of Directors to not approve the proposal as presented.
- D. Fire Lane Access Report – The Board of Directors approved LaBelle Marvin to investigate and design improvement of the fire access for the 500 circle of the Association. Enclosed is the report with 2 recommended options from Ed Perez with LaBelle Marvin. Following review and discussion, it was the general consent of the Board of Director to request LaBelle Marvin to provide a proposal for project bidding and construction oversight for the May Board Meeting.
- E. Reserve Study Draft Approval - The Board of Directors approved Association Reserves to perform the financial review reserve study for 2018/2019. Civil Code requires that the Association complete and distribute an Assessment and Reserve Funding Disclosure Summary, as well as the 30 Year Funding Plan on an annual basis. The 2018/2019 Reserve Study, Reserve Funding Disclosure Summary and the 30 Year Reserve Plan is included for the Board's review and approval. Following review and discussion, it was the general consent of the Board of Director to approve the reserve study at presented.
- F. 2018/2019 Budget Proposed Budget Approval - Civil Code 5300 requires the Board of Director to distribute an annual budget 30 day prior to the end of the fiscal year. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Marlene Eckstein to approve an approximately 7% increase in the 2018/2019 budget. The new assessment of \$397.00 will start on June 1, 2018. Motion passed unanimously.
- G. Each year, Associations must distribute an Annual Budget Report per Civil Code 5300 and an Annual Policy Statement per Civil Code 5310. Following review and discussion, it was the general consent of the Board of Director to approve all the disclosures as presented.
- C. Mooring, 211 Santa Rosa Court submitted an architectural application on April 12, 2018 to replace 7 windows and 2 sliding patio doors. Following review and discussion, a motion was duly made by Marlene Eckstein and seconded by Gary Bittner to approve application as presented. Motion passed unanimously.

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H. Board of Director Discussion Topics - It was the general consent of the Board of Directors to:

1. Enforcement of the Governing Documents - agree
2. 2018/2019 Tentative Goals and Achievements – postpone to May Board Meeting
3. FHA/VA Requirement Approval – confirm the HOA is both FHA and VA approved
4. Post Landscape / Maintenance Inspection Agendas – post at each mailbox
5. Non-Compliance Procedures – be consistent
6. Violation Process – be consistent
7. Water Shut Off Valve – no further action to be taken
8. Annual Water Pressure Regular Testing– provide proposal for the May Board Meeting
9. Landscape Service Holiday Credit – contact Sea Crest Landscape

**ADJOURN**

There being no further business, the meeting was adjourned at 9:15 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE MAY 24, 2018 BOARD MEETING.**