

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
December 15, 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, December 15, 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 6:30 p.m., with a quorum of Directors
6 present.

7

8 **Directors Present**

9 Marlene Eckstein, President

10 Susie Cox, Vice President

11 David Golbahar, Treasurer

12 Pamela Knudsen , Secretary

13 David Roberts, Member at Large

14

15 **Also Attending**

16 Eric Fordyce, Accell Property Management, Inc.

17 Two (2) Homeowners

18

19 **Executive Session Meeting Topic**

20 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
21 that the following topics were discussed during the Executive Session Meeting held
22 on December 15, 2016:

Executive Session
Meeting Topics

- 23 1. Approval of the November 17, 2016 Executive Session Meeting Minutes.
24 2. Member Discipline Correspondence
25 3. Collection Matters - Case History Summary Report submitted by The Judge
26 Law Firm.
27

28 The foregoing resolution is executed pursuant to the general consent of the Board of
29 Directors.

30

31 **Open Forum**

32 There were two (2) homeowners present during Open Forum to discuss the pool
33 furniture location and the Board of Directors enforcing the rules and regulations.

Open Forum

34

35 **Landscape Committee Report**

36 Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update
37 of the landscape improvements throughout the community.

Landscape
Committee Report

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39 **Minutes**

40 The Board of Directors reviewed Minutes from the November 17, 2016 Organizational
41 Meeting. Following review and discussion, it was the general consent of the Board of
42 Directors to approve the Minutes as presented.

Minutes

43
44 The Board of Directors reviewed Minutes from the November 17, 2016 Board of
45 Directors Meeting. Following review and discussion, a motion was made by Susie
46 Cox and seconded by Marlene Eckstein to approve the proposal as amended. The
47 motion passed unanimously.

48
49 **Maintenance & Service Proposals**

50 The Board of Directors reviewed a proposal submitted by Carasso Construction
51 Services regarding various items from the November landscape walk. Following
52 review and discussion, it was the general consent of the Board of Directors to table
53 this item.

Carasso
Construction

54
55 The Board of Directors reviewed a proposal submitted by Elite Enforcement regarding
56 parking permit program. Following review and discussion, a motion was made by
57 Susie Cox and seconded by Pamela Knudsen to approve the proposal as presented
58 with a start date of April 1, 2017, twenty-five dollar (\$25.00) garage inspection fee to
59 be paid by the owner and all variances must be approved by the Board of Directors if
60 the owner would like to park a vehicle outside of their garage. The motion passed
61 unanimously.

Elite
Enforcement

62
63 The Board of Directors reviewed a proposal submitted by JB Bostick regarding the
64 the asphalt removal/replacement at 620 San Nicholas Court at a cost of two thousand
65 two hundred seventy-five dollars (\$2,275.00). Following review and discussion, it was
66 the general consent of the Board of Directors to postpone this topic to the January
67 Board Meeting.

JB Bostick

68
69
70

71 The Board of Directors reviewed correspondence submitted by Severson Plumbing
72 regarding hydro-jetting the sewer lines at 100 Santa Rosa Court. Following review
73 and discussion, a motion was made by Marlene Eckstein and seconded by Susie Cox
74 to approve an annual hydro-jetting and camera inspection for this unit. The motion
75 passed unanimously.

Severson Plumbing

76
77 The Board of Directors reviewed three (3) proposals submitted by Inouye, Shively &
78 Klatt, VanDerPol & Company and Robert A. Owens regarding year ending May 31,
79 2017 audit and tax preparation. Following review and discussion, it was the general
80 consent of the Board of Directors to approve Inouye, Shively & Klatt in the amount of
81 one thousand fifty dollars (\$1,050.00).

2017 Audit and Tax
Preparation

82
83 The Board of Directors reviewed three (3) proposals submitted by Alan Smith Pools, 1
84 Stop Pool Pros and Vivo Pools regarding replastering the Santa Rosa pool and spa.
85 Following review and discussion, it was the general consent of the Board of Directors
86 to postpone this topic to the January Board Meeting.

Santa Rosa Pool / Sp
Replastering

87
88 The Board of Directors discussed with Management engineering proposals requestd
89 for a v-ditch behind the 500's units. Following review and discussion, it was the
90 general consent of the Board of Directors to have Management provide proposals for
91 the proposed v-ditch to drain onto the driveway upto the 600 circle.

92
93 **Administrative & Operating Requests and Actions**
94 The Board of Directors reviewed the proposed Rules and Regulations. Following
95 review and discussion, it was the general consent of the Board of Directors to
96 postpone this topic until the January Board Meeting.

Proposed Rules
and Regulations

97
98 The Board of Directors discussed with Management regarding the towing
99 reimbursement for the slurry seal project. Following review and discussion,
100 Management recommended to research the notification provide to the ownership and
101 speak with the President of Accell Property Management regarding reimbursement of
102 the towing fees.

Towing Fee
Reimbursement

103
104 The Board of Directors discussed the following items and general consent:
105 1. New Marijuana Law - to request legal counsel to create veribage for the proposed
106 rules and regulations

General Discussion

- 107 2. Communication/Website – to approve to mail a postcard to the ownership outlining
108 the functionality of the new website
- 109 3. Meeting Minute – to just provide the decisions of the Board of Directors
- 110 4. Common Area Modifications – all exterior modifications must be approved by the
111 Board of Directors. Owners must provide proof of approval for any existing exterior
112 modifications.
- 113 5. Safety/Potential HOA Liability – to request Carruso Construction provide support
114 structure proposal (January Board Meeting) for the San Nicholas Court pool stairs for
115 the January Board Meeting; Management to contact the owner of 421 San Nicholas
116 Court regarding the preferred style of patio fence replacement.
- 117 6. Potential Property Damage – to include the cost to install drainage behind the
118 Santa Rosa pool building in the 2017 Reserve Study preparation.
- 119 7. Potential Financial Loss to Association and Ownership – to look into the cost of
120 earthquake insurance and how it could affect the 2017/2018 budget; to recommend
121 the ownership to carrier “loss assessment” homeowner insurance.
- 122 8. Black Tire Marks on Santa Rosa Court Concrete – to request Carruso Construction
123 provide a proposal (January Board Meeting) to remove the black slurry seal marks
124 and possibly fine the owner that caused the common area damages.
- 125 9. Regulations/Rules/Owner Guidelines – to enforce satellite installation only on the
126 white wood trim of the buildings; to discuss (January Board Meeting) a patio fence
127 guideline for rear patios; to create a new rule / regulation for electric plug in vehicles in
128 detached garages.
- 129 10. Reference Drawings for the Association – David Roberts to create and provide
130 parking space dimensions and fire lane limits, drainage system basins and pipes and
131 steel fence locations.

132
133 The Board of Directors reviewed the correspondence for Marlene Eckstein regarding
134 her Board resignation. Following review and discussion, it was the general consent to
135 accept Marlene’s resignation and to appoint Gene Levy as the new Board President.

Board Resignation
Board Appointment

137 **Financial Action**

138 The Board of Directors reviewed the memorandum submitted by Management
139 regarding FDIC Insurance limits for the Reserve Funds. Following review and
140 discussion, it was the general consent of the Board of Directors to postpone this topic
141 and have David Golbahar provide CD investment recommendations to the January
142 Board Meeting.

FDIC Insurance

143 **Financials**

144 The Board of Directors reviewed the financial statements for the period ending
145 November 30, 2016. Following review and discussion, it was the general consent of
146 the Board of Directors to approve the financial statements subject to a year end audit.

Financial
Statements

147

148 **Adjournment**

149 There being no further business to come before the Board, it was the general consent
150 of the Board of Directors to adjourn the Meeting at 9:30 p.m.

Adjournment

151

152 **Attest**


Attest

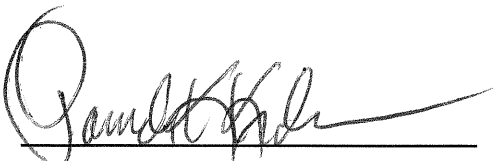
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President

Secretary