

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 30, 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 Thursday, August 30, 2018 at 6:30 P.M. at Platinum Management Group Office located at 65 Enterprise, 4th Floor – Conference Room – Capistrano I in Aliso Viejo, California.

PRESENT Gary Bittner, President
David Golbahar, Vice President
Frank Aronoff, Treasurer / Secretary (arrived at 7:55pm)
Marlene Eckstein, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

CALL TO ORDER The meeting was called to order by the Gary Bittner, President, at 6:41 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 that their siding and wood trim should be replaced.

COMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update of the new landscape company, Quezada Pro Landscape, and the new landscape designer, Carrie Mandarino with Environmental Design Associates. The landscape committee and Management provided a priority outline for detail maintenance for the first 30 days. 1. Inspect all irrigation for the entire community. 2. Monument, both pools and entrances (San Nicholas and Santa Rosa) into the community. 3. All courtyards and El Toro slope. 4. All slopes behind units. All courtyard plantings will be evaluated, and the landscape designer will create a plant palette for the Association.

Gene Levy, Maintenance Chairperson, provided recommendations from the Carasso Construction proposals provided to the Board for review.

Architectural Committee – There were no architectural applications to review.

EXECUTIVE SESSION DISCLOSURE In accordance with California Civil Code 4935(e), an executive session Board Meeting was held before the regular session Board Meeting on August 30, 2018 and the following topics were reviewed:

- A. Approved the August 2, 2018 Executive Meeting Minutes;
- B. Reviewed an Internal Dispute Resolution Agreement
- C. Reviewed Delinquency Reports

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**TREASURER'S
REPORT**

As the July 31, 2018 Financial Statement, the operating account reflects a year to date revenue of \$121,958.87 and a year to date expenditures of \$200,042.93.

The association also contributes \$31,982.00 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 July 31, 2018 are \$1,093,138.81

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below. Following review and discussion, it was the general consent of the Board of Directors to approve the items the consent calendar as presented.

- A. Approval of the August 2, 2018 Board of Directors Meeting Minutes
- B. Acceptance of the July 31, 2018 Financials

OLD BUSINESS

A. Exterminating Contract Review – Trap Stations

The Board of Directors reviewed 3 proposals from Animal Pest Control, Accurate Pest Control and Newport Exterminating for monthly rodent trap station service. Following review and discussion, it was the general consent of the Board of Directors to table this topic and have Management provide 3 proposals for bait station service.

B. Fire Lane Access Update

Ed Perez with LaBelle Marvin provided a summary from multiple contractors with options to install asphalt or stamped concrete in the fire lane. Following review and discussion, it was the general consent of the Board of Directors to table this topic and verify with the City of Laguna Beach if this project is required.

NEW BUSINESS

A. Committee Appointment

Association Rules Disciplinary Committee – Per article 3, section 6(d) of the By-Laws, the Board of Directors shall appoint a panel of three (3) capable persons (one of whom shall be designated a chairman) who may or may not be Members and who shall hear the charges and evaluate the evidence in of the alleged violation. Following review and discussion, it was the general consent of the Board of Director to create a new committee and recruit 3 members by mailing a letter to the community, email blast, and post on the association's website – www.theterraceatcanyonhills.com

Architectural Committee – At the June 28th Board Meeting, the Board of Directors appointed Gene Levy, Chris Peduzzi and Chris Brown to the Architectural Committee. Per section 12.02 of the CC&Rs, states in part, the Architectural Committee shall be appointed by the Board of Directors of the Association and shall be composed of three (3) or more representatives who must be members of the Association. Following review and discussion, a

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motion was duly made by Gary Bittner and seconded by David Golbahar to appoint Ernest Velarde to the committee. Also, the committee will need to create “standards” for exterior architectural modifications. These standards will be pre-approvals from the architectural committee. The standards will consist of front doors, screen doors, garage doors, door bells, satellite location, A/C unit location, patio fencing, door handle and window design. Motion passed unanimously.

B. Initial Reserve CD Investment

At the May 24, 2018 Board Meeting, the Board approved the move all the Money Market Accounts (MMA) to Morgan Stanley. Vince Daigneault with Morgan Stanley provided a recommendation on how to invest the MMA funds in laddering CDs. Following review and discussion, it was the general consent of the Board of Directors to approve the recommendation at presented.

C. 2017/2018 Draft Audit

The Board of Director reviewed the 2017/2018 draft audit provided by Inouye, Shively & Klatt, Certified Public Accounting Firm. Following review and discussion, it was the general consent of the Board of Directors to approve the May 31, 2018 fiscal year end draft audit at presented.

D. Sewer Lateral Pipe Repairs Proposal

The Board of Director reviewed a proposal from Severson Plumbing regarding 218 Santa Rosa, 317 and 511 San Nicholas lateral line repairs due to root intrusion. Severson recommends a trenchless sewer lining for 218 Santa Rosa and 317 San Nicholas. Also, Severson Plumbing recommends replacing a 5-foot section of piping at 511 San Nicholas. Following review and discussion, it was the general consent of the Board of Directors to have Management provide 2 competitive proposals for the September Board Meeting.

E. Skylight Replacement Proposal

The Board of Directors reviewed a proposal from Roofing Standards to replace 2 skylights with the same design and counter flashings in the amount of \$1,975.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.

Also, the Board of Directors reviewed the owner’s correspondence to have 2 windows screens replaced. Following review and discussion, it was the general consent of the Board of Directors to deny the request as the owner is responsible to replace the window screens when missing or damaged.

F. Common Area Improvement Proposals

1. The Board of Directors reviewed a proposal provided by Carasso Construction regarding the August maintenance walk punch list. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Marlene Eckstein to approve the proposal presented except for the first item, siding repairs, as it is an aesthetics repair. Motion passed unanimously.

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2. The Board of Directors reviewed a proposal provided by Carasso Construction regarding installation of a concrete pilaster for the spa controllers at the Santa Rosa pool in the amount of \$1,466.00. Following review and discussion, it was the general consent of the Board of Directors to not approve the proposal as it is not a necessity as this time.
3. The Board of Directors reviewed a proposal provided by Carasso Construction to grind and fill 65 liner feet of cracked concrete in the amount of \$1,305.00, to replace the mastic in expansion joint around the pool and spa in the amount of \$1,934.00, and to replace all the mastic throughout the pool deck in the amount of \$3,870.00 of the San Nicholas Pool. Following review and discussion, it was the general consent of the Board of Directors to deny the proposal and have the Maintenance Committee mark, measure and monitor to see if the cracks get worse. Also, it was the general consent of the Board of Directors to instruct Management to receive a competitive proposal from the current pool contractor, BlueRay Pool, to replace the mastic around the pool. Management has approval to accept the proposal for the lowest cost.

G. Homeowner Correspondence

1. Requested to reconsider re-pipe entire unit due to slab leak - Following review and discussion, it was the general consent of the Board of Directors to approve this request if the owner is willing to pay 100% of the cost up front without the discounted bulk rate cost.
2. Requested to park in guest parking up to 4 weeks for unit construction repairs - Following review and discussion, it was the general consent of the Board of Directors to approve safe listing their 1 vehicle for 2 weeks. The owner can use their 10 days of safe listing if more time is needed.
3. Requested realtor signs to be placed in the common area – Following review and discussion, it was the general consent of the Board of Directors to approved one realtor sign can be placed in the window of the unit or in front of the unit in the common area landscape.
4. Requested the San Nicholas Pool to be re-plastered – Following review and discussion, it was the general consent of the Board of Directors to request the current pool service provider to inspect the pool to see if / when the pool needs to be re-plastered.
5. Requested to increase fines for the Association’s Rule and Regulations – Following review and discussion, it was the general consent of the Board of Directors to approve an increase the fine from \$50.00 to \$100.00 and fines will double per repeat violators for the same violation. The fine cap will be set at \$3,200.00.
6. Requested an information page to be placed on the back of the monthly statements – Following review and discussion, it was the general consent of the Board of Directors to approve Management to provide an information page on the back of the statements 2 times per year.
7. Requested plant/trellis rules to be recommended – Following review and discussion, it was the general consent of the Board of Directors to take the recommendations under advisement when they review / change the rules and regulations.

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ADJOURN There being no further business, the meeting was adjourned at 11:05 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES ON SEPTEMBER 27,
2018 BOARD MEETING.**