

**TERRACES AT CANYON HILLS HOMEOWNERS ASSOCIATION
GENERAL SESSION OF THE BOARD OF DIRECTORS MEETING
MARCH 26, 2015**

- NOTICE** The General Session meeting of the Terraces at Canyon Hills Homeowners Association Board of Directors was held on Thursday, February 26, 2015 at PCM, 23726 Birtcher Drive, Lake Forest, CA. Pursuant to CA Civil Code, agendas were posted at the Association bulletin board at least four (4) days prior to the meeting.
- PRESENT** Directors Present: Rob Alen, President
Susie Cox, Vice President
David Roberts, Secretary
David Golbahar, Treasurer
Doug Reilly, Member at Large
- Directors Absent: None
- Representing PCM: Kelee Thompson,
Community Manager
- Others: Two (2) Homeowners
- CALL TO ORDER** Rob Alen, Board President, called the business portion of the meeting to order at 6:35 p.m.
- ANNOUNCEMENTS** Management advised that an Executive Session Meeting had been held prior to the General Session Meeting on March 26, 2015 for the purpose of discussing member discipline, legal matters, formation of third party contracts, personnel matters, or to meet with owners at their request.
- HOMEOWNER FORUM** Two (2) homeowners were present for Homeowner Forum. Discussion included but was not limited to the following: plumbing repairs and reimbursements, landscaping.
- CONSENT CALENDAR** The Board reviewed the following Consent Calendar items for approval.
- A. Minutes – February 26, 2015 General Session
 - B. Minutes – February 26, 2015 Executive Session
 - C. February 2015 Financial Statement
 - D. Reallocation of Bank Funds
Pacific Western Bank CD, in the amount of \$33,983.41, will mature on 3/10/15.
 - E. Resolution to Write Off Prior Balance
Account #4441048-3 has an outstanding balance of \$25,442.58,
Account #4441108-4 has an outstanding balance of \$6,872.48 and
Account # 4441147-9 has an outstanding balance of \$3,449.97.

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Resolved: That the Board approve the consent calendar as amended with revisions made to the February 26, 2015 General Session Minutes and with the exception of the Reallocation of Bank Funds and the Resolution to Write Off Prior Balance. The motion carried and passed unanimously.

COMMITTEE REPORTS

Newsletter The Board reviewed the April 2015 newsletter. There were no comments at this time.

Landscape The Board reviewed the February 26, 2015 Punch List. There were no comments at this time.

Architectural The Board reviewed the Architectural Report for the month of February 2015. There were no comments at this time.

UNFINISHED BUSINESS

Account #4441082-8 –
Homeowner Request for
Plumbing Reimbursement The Board reviewed correspondence about a request for reimbursement for plumbing repairs, as well as invoices from James LeCourt Plumbing. The homeowner and James LeCourt Plumbing had said that the problem stemmed from the backwater valve, which is Association responsibility, but there were also wipes found while clearing the blockage. The homeowner was present for discussion.

Resolved: That the Board approved the reimbursement to Account #4441082-8 in the amount of \$550.00 as well as Invoice #71618 (\$425.00) and Invoice #71827 (\$1,450.00) from James LeCourt Plumbing with funds to be expended from Reserve Account #2449-1001 (Plumbing Slab Leaks) which has a current available balance of \$69,823.52 as of the February 28, 2015 financial statements. The motion carried and passed unanimously.

Termite Treatment –
San Nicholas Court The Board reviewed termite reports from Kilter Termite & Pest Control and Accurate Termite & Pest Control to perform treatment at 322 San Nicholas Court.

Resolved: That the Board approved the proposal from Accurate Termite & Pest Control at a total cost of \$1,975.00 with funds to be expended from Operating Account #5251-1001 (Termite Treatment) which has an annual budget of \$3,000.00.

Draft Reserve Study The draft reserve study as submitted by Advanced Reserve Solutions was postponed.

Draft Budget Review The draft budget reviewing the average of actuals for the current fiscal year was postponed.

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Pool Reservation Procedure The Board reviewed a draft Pool Reservation Request form as well as information on adopting and amending rules. At the February 26, 2015 General Session meeting, the Board discussed adding the rule: "For entertaining, please limit your group to eight (8)." Currently, the Association does not have a procedure for reserving the pool for larger parties, so notice of the proposed change will need to be presented to the membership prior to adopting the procedure as a new rule. Discussion on the pool reservation procedure was postponed.

Pesticide Notice Posting The Board reviewed "HOA Compliance With California Pesticide Regulations: from Tinnelly Law Group which explains the HOA's obligation to post notice of any chemicals used in the common area. Discussion on selection the location for posting the notices as well as deciding on who will post them was postponed.

NEW BUSINESS

Account #4441124-5 – Architectural Violation The Board reviewed correspondence about an architectural violation at 101 Santa Rosa Court where a fence was installed without prior Board or neighbor approval. The homeowner had been contacted to submit an architectural application.

Resolved: That the Board requested Management to call the homeowner to a hearing at the April 2015 Executive Session meeting as they are in violation of the governing documents of the Terraces at Canyon Hills Homeowners Association. The motion carried and passed unanimously.

Pool Issues

1. Committee Procedures The Board reviewed correspondence from a homeowner inquiring about the Pool Committee and requesting clarification on various concerns. Discussion on the Pool Committee Procedures was postponed.

2. San Nicholas Pool Stair Repairs The Board reviewed proposals from Carasso Construction Services and Island Pacific Contractors to repair the rotted wood stairs at the San Nicholas Court pool. Decisions on the repairs will be postponed until after summer 2015.

3. Pool Gate Locks Proposals to install new handles on the interior of the pool gates were not submitted so the discussion was postponed.

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4. Miscellaneous Pool Repairs

The Board reviewed the following proposals for repairs at the pool areas as submitted by Sean McClintock:

Proposed Repairs	Total Cost
Replace 2 middle hinges to the men's and women's bathroom with self closing spring loaded hinges.	\$60.00
Replace vent fan and cover in men's restroom.	\$55.00
4 point Weld cast iron 6x6 cap to steel post to left side gate at upper pool in San Nicholas.	\$55.00

Resolved: That the Board approved the proposals to replace all the hinges to the men's and women's bathrooms with self closing spring loaded hinges at both pools and to 4 point Weld cast iron 6x6 cap to steel post to the left side gate at the upper pool in San Nicholas at a total cost not to exceed \$175.00. The motion carried and passed unanimously.

Utility Door Repairs

The Board reviewed a proposal from Sean McClintock to repair the rotted wood below the utility door near 400 San Nicholas Court at a total cost of \$195.00.

Resolved: That the Board approve the proposal as submitted by Sean McClintock with funds to be expended from Reserve Account #2401 (Reserves) which has a current available balance of \$286,392.13 as of the February 28, 2015 financial statements. The motion carried and passed unanimously.

Disc Install at Monument

The Board reviewed proposals from Sean McClintock (\$70.00) and Carrasso Construction Services (\$150.00) to attach the circular, stone discs to the monument.

Resolved: That the Board approve the proposal as submitted by Sean McClintock with funds to be expended from Reserve Account #2401 (Reserves) which has a current available balance of \$286,392.13 as of the February 28, 2015 financial statements. The motion carried and passed unanimously.

Landscape Report –
Landscape Committee

1. Report and Punch Lists

The Board reviewed the landscape reports and punch lists from the February 19, 2015 and March 19, 2015 walks. Discussion on the items was postponed.

2. Sea Crest Proposals

The Board reviewed the proposal for landscape improvements throughout the community based on the March 19, 2015 walk. Discussion on the items was postponed.

3. Charter

The Board reviewed a draft Charter to provide guidelines for the Landscape Committee. Discussion was postponed.

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4. Landscape Walk Quorum The Board reviewed Civil Code 4090 which defines as a board meeting as any "congregation at the same time and place, of a sufficient number of directors to establish a quorum of the board to hear, discuss, or deliberate upon any item of business that is within the authority of the board." As the landscape walks are considered a meeting as a quorum of the board is in attendance and notice will need to be posted a minimum of four (4) days before each walk and an open forum will need to be provided for homeowners to attend if so desired. Discussion was postponed.

MANAGEMENT REPORTS

- Action List The Board reviewed the Action List for the month of February 2015 and noted that all items were completed by Management or in progress. There were no comments at this time.
- Annual Calendar The Board reviewed the Annual Calendar and there were no comments at this time.
- Work Order Report The Board reviewed the Work Order Report for February 2015. There were no comments at this time.
- Site Reviews The Board reviewed the Site Reviews for March 2015. There were no comments at this time.
- Violation Report The Board reviewed the unresolved Violation Report. There were no comments at this time.
- Patrol Report The Board reviewed the Patrol Reports and there were no comments at this time.

**FOR YOUR
INFORMATION**

The Board reviewed all correspondence and there were no comments at this time.

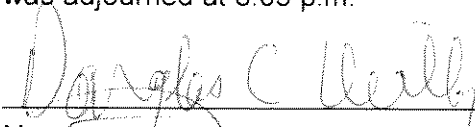
ANNOUNCEMENT


The next General Session meeting of the Terraces at Canyon Hills Homeowners Association Board of Directors is scheduled for Thursday, April 23, 2015 at 6:30 p.m. at Accell Property Management, 23046 Avenida de la Carlota, Suite 700, Laguna Hills, CA.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

ATTEST


Name _____ Title Member


Name _____ Title Treasurer