

**The Terrace at Canyon Hills Homeowners Associations  
Board of Directors Meeting Minutes  
March 30, 2017**

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, March 30, 2017, at the offices of Accell Property  
4 Management, located at 23046 Avenida De La Carlota, Suite 700, Laguna Hills,  
5 California, 92653. President Gene Levy called the Meeting to order at 6:36 p.m., with  
6 a quorum of Directors present.

7

8 **Directors Present**

9 Gene Levy, President

10 Susie Cox, Vice President

11 Pamela Knudsen, Secretary

12 David Golbahar, Treasurer

13 David Roberts, Member at Large

14

15 **Directors Absent**

16 None

17

18 **Also Attending**

19 Eric Fordyce, Accell Property Management, Inc.

20 Kathleen Maltby, Accell Property Management, Inc.

21 Marlene Eckstein, Landscape Committee

22 Twenty-five (25) Residents/Homeowners

23

24 **Executive Session Meeting Topic**

25 In accordance with California Civil Code Section 4935(e), the Board of Directors notes  
26 that the following topics were discussed during the Executive Session Meeting held  
27 on March 30, 2017:

Executive Session  
Meeting Topics

- 28 1. Approved the February 23, 2017 Executive Session Meeting Minutes
- 29 2. Held a Member Discipline Discussion
- 30 3. Reviewed a Tow Reimbursement Request
- 31 4. Reviewed Late Fee Waiver Requests
- 32 5. Reviewed Violation Letter Correspondence
- 33 6. Reviewed Delinquent Account Correspondence Submitted by The Judge Law  
34 Firm
- 35 7. Reviewed Legal Opinion Correspondence

36 The foregoing Resolution was executed pursuant to the general consent of the Board  
37 of Directors.

38

39 **Open Forum**

40 In accordance with California Civil Code Section 4925(b), the following issues and  
41 topics were discussed during the Homeowner Open Forum: Parking, common area  
42 landscape, and rules and regulations. There were twenty-five (25) residents present  
43 during Open Forum.

Open Forum

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45 **Landscape Committee Report**

46 Landscape Chairperson Marlene Eckstein provided the Board of Directors with an  
47 update on the landscape improvements throughout the community.

Landscape  
Committee Report

48

49 The Board of Directors discussed appointing Melody Moore, 418 San Nicholas Court,  
50 to the Landscape Committee. Following review and discussion, a motion was made  
51 by Gene Levy and seconded by David Golbahar, to approve appointing Melody  
52 Moore to the Landscape Committee. The motion passed unanimously.

Landscape  
Committee  
Appointment

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54 **Minutes**

55 The Board of Directors reviewed the Minutes from the February 23, 2017 Board of  
56 Directors Meeting and the March 16, 2017 Special Board of Directors Meeting.  
57 Following review and discussion, it was the general consent of the Board of Directors  
58 to approve the Minutes, as presented.

Minutes

59

60 **Maintenance and Service Proposals**

61 The Board of Directors reviewed a proposal for tree removals, submitted by Quezada  
62 Pro Landscape Inc. Following review and discussion, it was the general consent of  
63 the Board of Directors to approve the proposal, in the amount of two thousand fifty  
64 dollars (\$2,050.00).

Quezada Pro  
Landscape, Inc.

65

66 The Board of Directors reviewed a proposal for tree trimming, submitted by Quezada  
67 Pro Landscape Inc. Following review and discussion, a motion was made by Susie  
68 Cox and seconded by Gene Levy to approve the proposal, in the amount of fifteen  
69 thousand nine hundred forty-five dollars (\$15,945.00). The motion passed  
70 unanimously.

71

72 The Board of Directors reviewed a proposal to replace drain lines located at the

Sea Crest

73	Santa Rosa Court pool, submitted by Sea Crest Landscape. Following review and	Landscape
74	discussion, <u>it was the general consent of the Board of Directors to approve the</u>	
75	<u>proposal, in the amount of three thousand eight hundred dollars (\$3,800.00).</u>	
76		
77	The Board of Directors reviewed a proposal to repair a main sewer line located at	James LeCourt
78	228 Santa Rosa Court, submitted by James LeCourt Plumbing. Following review and	Plumbing
79	discussion, <u>it was the general consent of the Board of Directors to approve the</u>	
80	<u>proposal, in the amount of three thousand four hundred fifty dollars (\$3,450.00).</u>	
81		
82	The Board of Directors reviewed a proposal, submitted by Greg Lerum Insurance	Greg Lerum
83	Agency, to increase the Association's Fidelity Bond insurance coverage to one	Insurance Agency
84	million three hundred thousand dollars (\$1,300,000.00), in order to meet the FHA	
85	Approval Requirements. Following review and discussion, <u>a motion was made by</u>	
86	<u>Gene Levy and seconded by David Roberts to approve the proposal, in the amount of</u>	
87	<u>sixty dollars (\$60.00). The motion passed unanimously.</u>	
88		
89	<b><u>Administrative &amp; Operating Requests and Actions</u></b>	
90	The Board of Directors held a discussion regarding the restatement of the CC&Rs.	Restate CC&Rs
91	Following review and discussion, <u>Management was directed to contact and request</u>	
92	<u>Mary Ann Pick of Adams Stirling, PLC, attend the April 27, 2017 Board of Directors</u>	
93	<u>Meeting, to present options regarding CC&amp;R restatement procedures.</u>	
94		
95	The Board of Directors held a discussion regarding the proposed Parking Permit	Parking Permit
96	Program. During discussion, the Board of Directors reviewed the following topics: to	Program
97	require all vehicles in a household to be registered with the patrol service, all available	
98	spaces allotted to each unit will be utilized, residents will be prohibited from safe	
99	listing their own vehicles without Board approval, guest parking hours will be from	
100	5:00 p.m. to 5:00 a.m., seven (7) days a week, residents will be allowed to utilize	
101	guest parking ten (10) days each calendar month, the property address will be	
102	required to be on the registration of the vehicle being issued a Parking Permit, and	
103	vehicles with a permanent handicap license plate will be exempt from the Parking	
104	Permit Program. No action was required.	
105		
106	<b><u>Architectural Matters</u></b>	
107	The Board of Directors reviewed an Architectural Application, submitted by Bingley,	505 San Nicholas
108	on behalf of Kramer, 505 San Nicholas Court. Following review and discussion, <u>it</u>	Court

109 was the general consent of the Board of Directors to deny the Application to install  
110 double hung windows, as submitted, because the windows must be like for like and  
111 slide from side to side.

112

113 **Tabled Agenda Topics**

114 It was the general consent of the Board of Directors to table the following Agenda  
115 topics:

Tabled Agenda  
Topics

- 116 1. Restate the CC&Rs Discussion
- 117 2. Test Water Pressure Discussion
- 118 3. Unit Downspout/Gutter Updates Discussion and Proposal
- 119 4. Review Carasso Construction Services Ground Level Decks Inspection Report
- 120 5. 2017-2018 Proposed Budget
- 121 6. Financial Statements for period ending February 28, 2017
- 122 7. Trim Paint Project Proposal
- 123 8. SRC Pool Drinking Fountain Repair/Replacement Proposal
- 124 9. Wrought Iron Replacement/Repair/Painting Project Proposal
- 125 10. Community Wide Inspection of Chimney Siding Project Proposal
- 126 11. SNC Pool Light Fixture and Skimmer Lid with Thermometer Proposal
- 127

128 **Next Meeting**

129 The next Board of Directors Meeting is scheduled for Thursday, April 27, 2017, at  
130 6:00 p.m., to be held at Accell Property Management, Inc.

Next Meeting

131

132 **Adjournment**

133 There being no further business to come before the Board, it was the general consent  
134 of the Board of Directors to adjourn the Meeting at 9:48 p.m.

Adjournment

135

136 **Attest**

Attest

137



APPROVED



APPROVED

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President

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Secretary