

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
November 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, November 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 6:19 p.m., with
6 a quorum of Directors present.

7

8 **Directors Present**

9 Gary Bittner, President

10 David Golbahar, Vice President (left at 11:04 p.m.)

11 Frank Aronoff, Treasurer (left at 10:15 p.m.)

12 Pamela Knudsen, Secretary (left at 10:00 p.m.)

13 Marlene Eckstein, Member at Large

14

15 **Directors Absent**

16 None

17

18 **Also Attending**

19 Lauren Swiderski, Accell Property Management, Inc.

20 Six (6) homeowners were present

21

22 **Executive Session Meeting Topic**

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

Executive Session
Meeting Topics

- 26 1. Reviewed the Minutes from the October 26, 2017 Executive Session Meeting
27 2. Reviewed Hearing Notices
28 3. Reviewed Homeowner Correspondence
29 4. Reviewed Subleasing Enforcement
30 5. Reviewed Enforcement of Items Attached to Siding
31 6. Reviewed Fee Waiver Requests submitted by Members
32 7. Reviewed Correspondence submitted by Elite Enforcement Security Solutions
33 8. Reviewed the Case History Summary Report Submitted by The Judge Law
34 Firm

35 The foregoing resolution was executed pursuant to the general consent of the Board of
36 Directors.

37
38 **Minutes**

39 The Board of Directors reviewed the Minutes from the October 26, 2017 Regular
40 Session Board of Directors Meeting. Following review and discussion, a motion was
41 made by Gary Bittener and seconded by Marlene Eckstein to approve the Minutes with
42 the following corrections. Line 69: David denied, Line 75: David opposed.

Minutes

43
44 The Board of Directors reviewed the Revised Annual Meeting Minutes from the
45 October 27, 2016 Reconvened Annual Membership Meeting. Following review and
46 discussion, it was the general consent of the Board of Directors to approve the
47 Minutes as submitted.

48
49 **Consent Calendar & Resolutions**

50 The Board of Directors reviewed the Lien Authorization Consent Calendar during
51 Executive Session. Following review and discussion, it was the general consent of
52 the Board of Directors to approved the Lien Authorization.

Lien Authorization

53
54 The Board of Directors reviewed the Special Resolutions to approve the proposals for
55 mold remediation submitted by MCC Construction & Restoration Services, Inc. and
56 mold clearance testing submitted by Allstate Environmental Solutions. Following
57 review and discussion, it was the general consent of the Board of Directors to accept
58 the approvals as submitted for 200 and 201 Santa Rosa Court.

MCC Construction

59
60 The Board of Directors reviewed a Resolution to Approve the Duties, Responsibilities
61 and Authority of the Association President and Ethics Policy for Directors and
62 Committee Members. Following review and discussion, it was the general consent of
63 the Board of Directors to accept the Resolution as submitted.

Board Duties &
Ethics Policy

64
65 **Maintenance and Service Proposals**

66 The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for
67 plant installation behind 304 San Nicholas Court. Following review and discussion,
68 it was the general consent of the Board of Directors to approve the proposal, in the
69 amount of seven hundred four dollars (\$704.00).

Sea Crest
Landscape

70 The Board of Directors reviewed a proposal for roof/gutter maintenance submitted by
71 McCormack Roofing & Window Co., McCarthy Roofing, Inc., and Gale Force
72 Pressure Washing. Following review and discussion, it was the general consent of
73 the Board of Directors to approve the proposal submitted by McCormack Roofing, in
74 the amount of seven thousand nine hundred ninety-seven dollars (\$7,997.00).
75 Management was directed to request Carasso Construction schedule roof and gutter
76 cleaning as part of the onsite handyman service every third month of each quarter
77 following McCormack's gutter cleaning.

78

79 The Board of Directors reviewed a proposal submitted by Scott English Plumbing,
80 Ameri-Cal Repipe & Plumbing, Inc., South County Plumbing, Severson Plumbing and
81 C&R Drains, Inc., to complete the plumbing repairs at 100 Santa Rosa Court.
82 Following review and discussion, it was the general consent of the Board of Directors
83 to approve the proposal submitted by Scott English Plumbing, in the amount of four
84 thousand four hundred fifty dollars (\$4,450.00).

85

86 The Board of Directors reviewed a proposal submitted by Carasso Construction to
87 rekey the pool gates. Following review and discussion, it was the general consent of
88 the Board of Directors to table this proposal until the January 2018 meeting.

89

90 The Board of Directors reviewed a proposal submitted by Carasso Construction
91 Services to repaint the garage door at 111 Santa Rosa Court. Following review and
92 discussion, it was the general consent of the Board of Directors to table the proposal,
93 pending inspection of the door by Pamela Knudsen to verify if painting is necessary.
94 Should the door need to be painted, Management was directed to schedule painting
95 with Carasso Construction, utilizing the onsite handyman hours.

96

97 The Board of Directors reviewed a proposal submitted by Carasso Construction
98 Services to complete the front entry siding repairs at 421 and 422 San Nicholas
99 Court. Following review and discussion, it was the general consent of the Board of
100 Directors to approve the proposal, in the amount of six thousand eight hundred forty
101 dollars (\$6,480.00). Management was directed to obtain a copy of the previous siding
102 proposal for the entire community to review at the December 2017 meeting.

103

104 The Board of Directors reviewed proposals for one way traffic signs submitted by
105 Right of Way, Inc., and Carasso Construction Services. Following review and
106 discussion, it was the general consent of the Board of Directors to approve the

100 Santa Rosa
Court

Carasso
Construction

One Way Traffic

107 proposal submitted by Carasso Construction Services, in the amount of two hundred
108 sixty-six dollars (\$266.00).

109

110 The Board of Directors reviewed a proposal for patrol service submitted by Patrol
111 One, Nordic Security, and Courtesy Patrol. Following review and discussion, this item
112 was postponed until the December 2017 meeting.

Patrol Proposal

113

114 Regular Session was temporarily adjourned at 9:22 p.m. to Executive Session.

115

116 The Board of Directors reviewed a proposal submitted by Carasso Construction to
117 increase the height of fence at the San Nicholas pool area in an effort to prevent non-
118 resident guests from accessing the pool. Following review and discussion, it was the
119 general consent to table the proposals until the December 2017 Meeting.

Carasso
Construction

120

121 The Board of Directors held a discussion regarding vendor gifts. Following review
122 and discussion, it was the general consent of the Board of Directors to approve
123 four hundred dollars (\$400.00) to Sea Crest Landscape Services.

Vendor Gift
Authorization

124

125 The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape
126 regarding a revised tree trimming schedule. Following review and discussion,
127 a motion was made by Gary Bittner and seconded by Marlene Eckstein to approve
128 the proposal, in the amount of eighteen thousand five hundred seventy dollars
129 (\$18,570.00). Management was directed to schedule the tree trimming to be
130 completed in January 2018.

Quezada Pro
Landscape

131

132 The Board of Directors reviewed proposals submitted by Advanced Reserve Solutions,
133 Association Reserves and McCaffery Reserve Consulting. Following review and
134 discussion, it was the general consent of the Board of Directors to approve the
135 proposal submitted by Association Reserves for update, in the amount of six hundred
136 forty dollars (\$640.00).

Reserve Study
Preparation

137

138 **Administrative & Operating Requests and Actions**

139 The Board of Directors reviewed correspondence submitted by Shine Illumination
140 regarding the holiday lighting. No action was required.

Shine Illumination

141

142 The Board of Directors tabled the discussion until the December 2017 Board Meeting
143 regarding the Monthly Maintenance Contract and projects with Carasso Construction.

Carasso
Construction

<p>144 The Board of Directors table the City of Laguna Beach Trespass Authorization Letter 145 Discussion until the December 2017 Board Meeting. 146 147 The Board of Directors reviewed the 2017 Annual Calendar. No action was required. 148 149 The Board of Directors tabled review of the correspondence until the December 2017 150 Board Meeting submitted by Serios, 400 San Nicholas Court regarding landscaping 151 complaints. 152 153 The Board of Directors tabled the discussion until the December 2017 Board Meeting 154 regarding Squirrel Abatement. 155 156 The Board of Directors tabled the discussion until the December 2017 Board Meeting 157 regarding Landscape Payments to be recoded. 158 159 The Board of Directors reviewed correspondence submitted by the Communications 160 Committee. Following review and discussion, <u>it was the general consent of the Board</u> 161 <u>of Directors to appoint Gary Bittner as the point of contact for the Communications</u> 162 <u>Committee updates to the Community website.</u> 163 164 <u>Financials</u> 165 The Board of Directors reviewed the Draft Audit submitted by Inouye, Shivley & Klatt. 166 Following review and discussion, <u>it is the general consent of the Board of Directors to</u> 167 <u>approve the Draft Audit as submitted.</u> 168 169 The Board of Directors reviewed the Income Taxes. Following review and discussion, 170 <u>it was the general consent of the Board of Directors to approve the Income Taxes as</u> 171 <u>submitted.</u> 172 173 The Board of Directors tabled the reserve reallocation report until the December 2017 174 Board Meeting. 175 176 The Board of Directors reviewed the Financial Statements for the period ending 177 July 31, 2017 and October 31,2017. Following review and discussion, <u>it was the</u> 178 <u>general consent of the Board of Directors to table the Financial Statements as</u> 179 <u>submitted.</u></p>	<p>Trespass Authorization Annual Calendar 400 San Nicholas Court Squirrel Abatement Check recoding Communications Committee Draft Audit Income Taxes Reserve Reallocation Financial Statement</p>
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180 **Open Forum**

181 In accordance with California Civil Code Section 4925(b), the following issues and
182 topics were discussed during the Homeowner Open Forum: Gene Levy offered to
183 head up the Architectural/Building Committee. Plumbing issue and termite
184 inspections. Homeowner to submit the termite inspection report to Management for
185 review.

Open Forum

186

187 **Next Meeting**

188 The next Board of Directors Meeting is scheduled for Thursday, December 28, 2017
189 at 6:00 p.m., to be held at Accell Property Management, Inc.

Next Meeting

190

191 **Adjournment**

192 There being no further business to come before the Board, it was the general consent
193 of the Board of Directors to adjourn the Meeting at 11:04 p.m.

Adjournment

194

195 **Attest**

Attest


196

197


198

199

200



President
Treasurer



Secretary