

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

COMMITTEE REPORTS

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

Landscape The Board reviewed the January 15, 2015 Punch List. There were no comments at this time.

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

UNFINISHED BUSINESS

Invoice Ratification The Board reviewed the following invoices for ratification:

Company	Invoice #	Date	Description of Work	Total Amount
Drymaster	2012-4139	8/8/14	Water restoration at 218 Santa Rosa Court.	\$2,717.95
James LeCourt Plumbing	71395	1/23/15	Video inspect of main sewer line at 312 San Nicholas Court.	\$2,750.00
Sean McClintock	TT-114	5/30/14	Interior repairs at 503 San Nicholas due to plumbing re-route across garage.	\$895.00

Resolved: That the Board ratified the invoices for Drymaster, James LeCourt Plumbing and Sean McClintock. The motion carried and passed unanimously.

NEW BUSINESS

Management Contract The Board discussed awarding the contract to Accell Property Management, Inc. for community management services commencing April 1, 2015, and delivering notice of contract termination to Professional Community Management, Inc. by February 27, 2015 (to be effective March 31, 2015).

Resolved: That the Board approved the contract for Accell Property Management, Inc. for community management services and terminated Professional Community Management, Inc. The motion carried and passed with three ays and one nay.

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Plumbing Repairs – 515 San Nicholas Court	<p>The Board reviewed a proposal from James LeCourt Plumbing to make repairs to the main sewer line at 515 San Nicholas Court at a total cost of \$4,850.00 with removing all USA-Dig Alert markings from the evacuation area at an additional cost of \$250.00.</p> <p>Resolved: That the Board approved the proposal as submitted by James LeCourt Plumbing at a total cost of \$5,100.00 with funds to be expended from Reserve Account #2449-1001 (Plumbing) which has a current balance of \$80,944.62 as of the January 31, 2015 financial statements. The motion carried and passed unanimously.</p>
Termite Treatment - 322 San Nicholas Court	<p>The Board reviewed a termite report from Kilter Termite & Pest Control noting evidence of drywood termite infestation in the attic and at the exterior of the home. Kilfoam treatment was recommended for application to the areas of infestation using a state registered termiticide at a total cost of \$1,350.00. The Board requested for Management to seek out two (2) additional proposals for comparison.</p> <p>Resolved: That the Board gave authorization to approve the proposal of the lowest cost with funds to be expended from Operating Account #5251-1001 (Termite Treatment) which has an annual budget of \$3,000.00. The motion carried and passed unanimously.</p>
Concrete Repairs	<p>The Board reviewed proposals to repair areas of damaged concrete throughout the community, but they were not created using the same scope of work. The repairs will be revisited at a later time.</p>
Needed Repairs at Pools	<p>Proposals for repairs at the pools had been requested from Sean McClintock, but they were not received in time for review at the meeting.</p>
Draft Reserve Study	<p>The draft reserve study as submitted by Advanced Reserve Solutions was postponed.</p>
Draft Budget Review	<p>The draft budget reviewing the average of actuals for the current fiscal year was postponed.</p>
Landscape Committee a) Report and Punch Lists	<p>The owners of 422 San Nicholas Court had submitted a request for removal of the bush in front of their kitchen window and reimbursement not to exceed \$600.00 for the following: two (2) ceramic pots, two (2) potted plants, soil and plant food. No formal motions were made at this time.</p>

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b) Sea Crest Proposals The Board reviewed two (2) proposals from Sea Crest:

Proposed Work	Total Cost
To add mulch at 211 Santa Rosa Court and the entry bed at San Nicholas Court, as well as install plant material including Star Jasmine and Pennisetum (existing plant material to be removed) at the wall of San Nicholas Court. (1/21/15)	\$496.00
To install 3 – 1 gallon Star Jasmine at 312 San Nicholas Court and to install 3 – 5 gallon Plumbago at 511 San Nicholas Court. (2/26/15)	\$994.50

Resolved: That the Board approved the 2/26/15 proposal from Sea Crest Landscape Maintenance at a total cost of \$994.50 with funds to be expended from Reserve Account #2434-1003 (Landscape) which has a current balance of \$72,979.27 as of the January 31, 2015 financial statements.

c) Charter The draft Charter to provide guidelines for the Landscape Committee was postponed.

d) Landscape Walk Quorum The Board reviewed Civil Code 4090 which defines 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 a quorum of the Board attends the landscape walks, they are to be considered a meeting. 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.

Future Termite Plans The Board was provided with “Annual Termite Inspections: The Regulatory Perspective.” In the future, they may wish to consider a termite maintenance program where all units are inspected and spot treated on an annual basis to minimize structural damage over time. Due to the high cost of wood repairs, the community could be divided into sections to be put on a rotation for treatment. The discussion was postponed.

Pool Reservation Procedures The Board discussed a draft Pool Reservation Request form as well as information on adopting and amending rules. Currently, the Association does not have a procedure for reserving the pool for larger parties, so notice of the proposed rule change will need to be presented to the membership prior to adopting the procedure as a new rule.

Resolved: That the Board approved the wording of the rule and will begin the rule change process. The motion carried and passed unanimously.

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Pesticide Notice Posting The Board was provided with "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. A location needs to be selected for posting the notices as well as deciding on who will post them. The discussion was postponed.

Sign Install at Monument Club Laguna Apartments had given the Association four (4) circular discs that were previously used at their monument. The Board discussed whether they would like to review proposals for installing the discs at the Terraces sign, or if they would like to obtain proposals for a new design.

Resolved: That the Board will install the discs on the monument sign if they fit. The motion carried and passed unanimously.

MANAGEMENT REPORTS

Action List The Board reviewed the Action List for the month of January 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 January 2015. There were no comments at this time.

Site Reviews The Board reviewed the Site Reviews for January and February 2015. There were no comments at this time.

Violation Report The Board reviewed the Violation Report for January 2015. 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, March 26, 2015 at 6:30 p.m. at PCM, 23726 Birtcher Drive, Lake Forest, CA.

ADJOURNMENT There being no further business to come before the Board, the meeting was adjourned at 8:32 p.m.

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ATTEST

<u>Douglas C. Kelly</u>	<u>Member</u>
Name	Title
<u>[Signature]</u>	<u>Secretary</u>
Name	Title