

**The Terrace at Canyon Hills Homeowners Association  
Board of Directors Meeting  
November 30, 2017**

**MEETING NOTICE & AGENDA**

NOTICE OF MEETING: The next Board of Directors Meeting for The Terrace at Canyon Hills Homeowners Association will be held on **Thursday, November 30, 2017**. The Executive Session Meeting will be called to order at 6:00 p.m., and the Regular Session Meeting will be called to order at 7:00 p.m. The Meeting will be held at Accell Property Management, Inc., 23046 Avenida De La Carlota, Suite 700, Laguna Hills, California.

**Call to Order – 6:00 p.m.**

- I. Organizational Meeting**
- II. Sea Crest Landscape Presentation**
- III. Adams Stirling Presentation**
- IV. Executive Session**
  - A. Approval of Executive Session Meeting Minutes**
    - 1. October 26, 2017
  - B. Member Discipline & Enforcement of Governing Documents**
    - 1. Hearing Notices
    - 2. Neighbor Complaints, Harassment and Response to Violations
    - 3. Subleasing Enforcement & Items Attached to Siding Discussions
    - 4. San Nicholas Court Inspection Walk
  - C. Payments of Assessments & Delinquent Accounts**
    - 1. Late Fee Waiver Request
    - 2. Statement of Account Preliminary to Levying of Lien
  - D. Formation of Contracts**
    - 1. Elite Enforcement Security Solutions, Inc. Correspondence
  - E. Litigation or Consideration of Litigation**
    - 1. Approved Landscaping and Incident
  - F. Legal Opinions & Legal Guidance**
- V. Landscape Committee Report**
- VI. Communication Committee Report**
- VII. Board Actions**
  - A. Approval of Board Meeting Minutes**
    - 1. October 26, 2017
  - B. Consent Calendars & Resolutions**
    - 1. Lien Authorization Consent Calendar
    - 2. Special Resolutions of the Board of Directors via Unanimous Written Consent to Approve Proposals
    - 3. Resolution to Approve the Duties, Responsibilities and Authority of the Association President and Ethics Policy for Directors and Committee Members
  - C. Maintenance & Service Proposals**
    - 1. Sea Crest Services Inc. Proposal
    - 2. Roof/Gutter Maintenance Proposals
    - 3. Plumbing Repair Proposals
    - 4. Carasso Construction Services Proposals
    - 5. One Way Traffic Signs Proposals
    - 6. Patrol Service Proposals
    - 7. San Nicholas Pool Fence/Gate Replacement Proposals
    - 8. Reserve Study Proposals
  - D. Administrative & Operating Requests and Actions**
    - 1. Carasso Construction Monthly Maintenance Contract Projects Discussion
    - 2. Bi-Monthly Blog and Community Information Discussion
    - 3. Trespass Letter of Authorization
    - 4. Sea Crest Landscape Discussion
    - 5. 2017 Annual Calendar
    - 6. Landscaping Complaint
    - 7. Squirrel Abatement Discussion
  - E. Architectural Matters**
  - F. Financial Action**
    - 1. Draft Audit
    - 2. Income Taxes
    - 3. Reserve Reallocation
- VIII. Review of Association Current Financial Reporting**
  - A. Financial Reports for the Period Ending October 31, 2017
- IX. Homeowner Open Forum – 8:00 p.m.**
- X. Adjournment**
  - A. Next Meeting – TBD
  - B. Motion to Adjourn