

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**JANUARY 24, 2019**  
**MINUTES**

**NOTICE** With due notice given and received, the Regular Meeting of the Board of Directors of The Terrace at Canyon Hills Homeowners Association was held on Thursday, January 24, 2019 at 6:30 P.M. at Platinum Management Group Office located at 65 Enterprise, 3<sup>rd</sup> Floor – Conference Room – Huntington I in Aliso Viejo, California.

**PRESENT** Gary Bittner, President  
David Golbahar, Vice President  
Frank Aronoff, Treasurer  
Mark Badran, Secretary  
Gene Levy, Director

Eric Fordyce, Platinum Management Group

**ABSENT** None

**CALL TO ORDER** The meeting was called to order by the Gary Bittner, President, at 6:35 P.M. with quorum of the Directors present.

**OPEN FORUM** There were 8 homeowners in attendance. Homeowners brought to the Board of Director's attention solar panels and architectural guideline comments.

**COMMITTEE REPORTS** Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update regarding the landscape company, Quezada Pro Landscape.

Gene Levy, Maintenance Chairperson, provided recommendations regarding the Carasso Construction proposals provided to the Board for review.

Communication Committee – Mark Badran, Chairperson, provided an update regarding the association's website ([www.terraceatcanyonhills.com](http://www.terraceatcanyonhills.com)) and recommendations to have a second welcome letter mailed to all new owners regarding the community and association's website.

Architectural Committee – There were no architectural applications to review.

**EXECUTIVE  
SESSION  
DISCLOSURE**

In accordance with California Civil Code 4935(e), an executive session Board Meeting was held before the regular session Board Meeting on January 24, 2019 and the following topics were reviewed:

- A. Approved the November 29, 2018 Executive Meeting Minutes;
- B. Reviewed Delinquency Reports

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**TREASURER'S  
REPORT**

As of December 31, 2018 Financial Statement, the operating account reflects a year to date revenue of \$431,806.82 and a year to date expenditures of \$535,071.98.

The association also contributes \$31,982.00 a month to the reserve account per the approved annual budget. These funds are for future capital improvements and replacement components per the reserve study. The total Reserve Funds as of December 31, 2018 are \$991,131.02.

**CONSENT  
CALENDAR**

The Board of Directors reviewed the consent calendar below. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve the items the consent calendar as presented. Motion passed unanimously.

- A. Approval of the November 29, 2018 Organizational Meeting Minutes
- B. Approval of the November 29, 2018 Board of Directors Meeting Minutes
- C. Acceptance of the November 30, 2018 Financials
- D. Acceptance of the December 31, 2018 Financials

**OLD BUSINESS**

A. Architectural Committee – Community Wide Standard Guidelines

The Board of Directors reviewed the new architectural guidelines recommendations submitted by the ownership. Following review and discussion, a motion was duly made by Gary Bittner and seconded Frank Aronoff to approve the solar energy system rule as submitted. Motion passed unanimously.

Another motion was made by Mark Badran and seconded by Frank Aronoff to mail a revised final draft of the approved architectural guidelines to the ownership for a 30-day review comment period. Gene Levy voted against the motion. Motion passed with 4-1 by majority vote.

B. Fire Lane Access Update

Champion Paving was awarded the contract to asphalt the fire lane to bring the fire lane to current code. Gary Bittner recommended Management tom provide information regarding Grasscrete System. Following review and discussion, a motion was duly made by Gary Bittner and seconded Frank Aronoff to request a proposal for a Grasscrete System. Gene Levy voted against the motion. Motion passed with 4-1 by majority vote.

**NEW BUSINESS**

A. Landscape Proposals

1. The Board of Directors reviewed a proposal submitted by Quezada Pro regarding the 1/3/18 January landscape inspection for community wide renovation improvements in the amount of \$1,528.25. Following review and discussion, a motion was duly made by Gary Bittner and seconded Frank Aronoff to approve the proposal as presented. Motion passed unanimously.

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2. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding fire prevention landscape removal above the San Nicholas pool – 1<sup>st</sup> tier slope (fuel modification) in the amount of \$2,450.00. Following review and discussion, a motion was duly made by Mark Badran and seconded by Frank Aronoff to approve the proposal as presented. Motion passed unanimously.

3. The Board of Directors reviewed the correspondence submitted by Quezada Pro Landscape regarding an assessment for the irrigation system of the fuel modification area above the San Nicholas pool. Quezada Pro Landscape determined there should be 56 irrigation spray heads with 3 valves to have adequate coverage. However, due to the water pressure, all 3 valves cannot be turned on a once in case of a fire. Following review and discussion, it was the general consent of the Board of Directors to take no further action with this item.

4. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding tree removal on the El Toro slope behind 217 and 218 Santa Rosa in the amount of \$2,700.00 per an owner's request. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve the proposal as presented. Motion passed unanimously.

5. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding the renovation improvements of the El Toro slope with additional 851 plant material, 16 new trees, and irrigation modifications the amount of \$29,919.40 (5 gal plants) or \$18,643.65 (1 gal plants). Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to approve the proposal in the amount of \$18,643.65 pending the final review of tree selection by Gary Bittner. David Golbahar and Gene Levy voted against the motion. Motion passed 3 – 2 by majority vote.

6. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding monument renovation improvements in the amount of \$1,975.50. Following review and discussion, a motion was duly made by Gene Levy and seconded by Frank Aronoff to approve the proposal as presented. Motion passed unanimously.

7. The Board of Directors reviewed a proposal submitted by Quezada Pro Landscape regarding tree trimming of the 10 Silver Sheen trees throughout the community in the amount of \$650.00. Following review and discussion, a motion was duly made by Gene Levy and seconded by Frank Aronoff to approve the proposal as presented. Motion passed unanimously.

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**B. Common Area Improvements Proposals**

The Board of Directors reviewed a proposal Carasso Construction regarding the December and January maintenance walk punch list for a variety of repairs to the common areas. Following review and discussion, a motion was duly made by Gene Levy and seconded by Mark Badran to approve the proposal as presented. Frank Aronoff voted against to motion. Motion passed 4 - 1 by majority vote.

**C. Roof Repairs – Detached Garage Proposal**

The Board of Directors reviewed a proposal submitted by Jim Murray Roofing regarding roof repairs for 608 San Nicholas detached garage in the amount of \$1,558.00. Following review and discussion, a motion was duly made by Gary Bittner and seconded by mark Badran to table this proposal in the fall of 2019. Gene Levy voted against the motion and Frank Aronoff abstained. Motion passed 3 – 1 by majority vote.

**D. 2018/2019 Audit and Tax Preparation Proposals**

Per Civil Code 5305, a copy of the review of the financial statements (audit) shall be distributed to the ownership within 120 days after the close of each fiscal year. Inouye, Shively & Klatt, Schonwit & Associates, VanDerPol and Company and Schonwit & Associates provided proposals for the 2018/2019 fiscal year end audit and tax preparation. Inouye, Shively & Klatt performed the fiscal year end 2017/2018 audit and tax preparation. Following review and discussion, a motion was duly made by Mark Badran and seconded by Frank Aronoff to approve Inouye, Shively & Klatt proposal in the amount of \$1,075.00. Motion passed unanimously.

**E. Insurance Appraisal Discussion**

The Board of Directors reviewed correspondence submitted by Greg Lerum with Farmers Insurance regarding section 8.08 of the CC&Rs regarding insurance appraisals. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Frank Aronoff to accept the insurance appraisal information as presented. Motion passed unanimously.

**F. Record Retention Policy – Storage Unit Boxes**

The Association has a storage unit to store association’s documents. Per Davis Stirling Act, it is outlined the association should permanently store governing documents, meeting minutes, deed to property owned by the Association, and architectural plans for the common areas. Also, the association should store financial records, expired contracts, personnel records, insurance records, general correspondence, closed litigation files, newsletters, expired warranties, tax returns and owner architectural submittals for seven years. In January 2019, Mark Badran and Gene Levy inspected the boxes in the storage unit. They recommend disposing of the boxes with documents that are older than the seven-year required retention. Also, they noticed there are no boxes from the mid-2000s to 2017. Following review and discussion, it was the general consent of the Board of Directors to approve to dispose all boxes older than seven years and approve an allowance of \$300.00 to purchase shelving for the storage unit.

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G. 2018/2019 Capital Improvement Project

Board of Directors discussed the potential 2019-2022 capital improvement projects which consists of community wide re-pipe, siding replacement, 2 pool deck replacement, and community wide asphalt replacement in order to get a better understanding of the cost for a loan to present to the ownership. Following review and discussion, it was the general consent of the Board of Directors to have Management provide a proposal for each of the projects to be reviewed at the March Board Meeting.

H. Homeowner Correspondence

An owner requested 2 window screens to be replaced due to association's contractor removed their screens when they replaced her broken window during the 2017 roof maintenance. Following review and discussion, it was the general consent of the Board of Directors to approve the screen replacement in the amount of \$101.30.

**ADJOURN**

There being no further business, the meeting was adjourned at 10:30 P.M.

**THE BOARD OF DIRECTORS APPROVE THESE MEETING MINUTES AT THE FEBRUARY 28, 2019 BOARD MEETING.**