

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 27, 2018
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, September 27, 2018 at 6:45 P.M. at Platinum Management Group Office located at 65 Enterprise, 3rd Floor – Conference Room – Huntington I in Aliso Viejo, California.

PRESENT Gary Bittner, President
Marlene Eckstein, Member at Large
Frank Aronoff, Treasurer / Secretary (called in to establish quorum 6:40 P.M. arrived at 7:35 P.M.)

Eric Fordyce, Platinum Management Group

ABSENT David Golbahar, Vice President

CALL TO ORDER The meeting was called to order by the Gary Bittner, President, at 6:45 P.M. with quorum of the Directors present.

OPEN FORUM There were 6 homeowners in attendance. Homeowners brought to the Board of Director's attention their landscape concerns, irresponsible dog owners and important numbers / information and top 5 rules violated on the back of the billing statements.

COMMMITTEE REPORTS Marlene Eckstein, Landscape Chairperson, provided the Board of Directors an update regarding the new landscape company, Quezada Pro Landscape for their first 30 days. Most of the slopes and courtyards have been detail cleaned. A community wide irrigation inspection was completed. At the November 1st landscape inspection, the landscape committee will start looking at the monument, Santa Rosa Court entrance, and some courtyards to start planting new plants.

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

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 September 27, 2018 and the following topics were reviewed:

- A. Approved the August 30, 2018 Executive Meeting Minutes;
- B. Reviewed Delinquency Reports

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

SEPTEMBER 27, 2018 - PAGE 2

**TREASURER'S
REPORT**

As of August 31, 2018 Financial Statement, the operating account reflects a year to date revenue of \$182,866.46 and a year to date expenditures of \$258,840.27.

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 August 31, 2018 are \$1,066,440.36.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below. Following review and discussion, it was the general consent of the Board of Directors to approve the items the consent calendar as presented.

- A. Approval of the August 30, 2018 Board of Directors Meeting Minutes
- B. Acceptance of the August 31, 2018 Financials

OLD BUSINESS

- A. Exterminating Contract Review – Trap Stations
The Board of Directors reviewed 3 proposals from Animal Pest Control, Accurate Pest Control and Newport Exterminating for monthly rodent trap station service. Following review and discussion, a motion was duly made by Frank Aronoff and seconded by Marlene Eckstein Animal Pest Control for 37 bait stations, service twice per month in the amount of \$148.00 per month. Motion passed unanimously.
- B. Sewer Lateral Pipe Repairs Proposal
The Board of Director reviewed proposals from Severson Plumbing, Scott English Plumbing and James Le Court Plumbing regarding 218 Santa Rosa, 317 and 511 San Nicholas lateral line repairs. Following review and discussion, it was the general consent of the Board of Directors to approve Severson Plumbing to perform the repairs in the amount of \$16,145.00.
- C. Fire Lane Access Update
Ed Perez with LaBelle Marvin provided a summary from multiple contractors with options to install asphalt or stamped concrete in the fire lane. Following review and discussion, it was the general consent of the Board of Directors to table this topic and verify with the City of Laguna Beach Fire Authority if this project is required.

NEW BUSINESS

- A. Annual Roof Maintenance and Gutter Cleaning Proposals
The Board of Directors reviewed 2 proposals from McCormack Roofing and Roofing Standards for the annual roof maintenance and gutter cleaning. Following review and discussion, it was the general consent of the Board of Directors to request Management to obtain another proposal and have the Board President, Gary Bittner, approve a roofing contractor outside of a board meeting.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 27, 2018 - PAGE 3**

B. Irrigation Inspection / Proposal

The Board of Directors reviewed a proposal from Quezada Pro Landscape regarding the community wide irrigation repairs in the amount \$33,507.92. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Marlene Eckstein to approve the Quezada Pro Landscape proposal as presented. Motion passed unanimously.

C. Community Re-pipe Proposals

The Board of Directors reviewed 3 proposals from AMA Repiping, Repipe 1 and Ameri-cal Repipe to repipe the entire community. The repipe proposals ranged from \$995,092 to \$1,086,800. Also, the Board of Directors reviewed a loan proposal from Mutual of Omaha Bank get a better understanding of financing options for the repipe project. Mutual of Omaha Bank provided 2 options for a 10-year fixed term loan with an estimated monthly payment of \$10,557 and a 15-year fixed term loan with an estimated monthly payment of \$8,379 for a \$1 million-dollar loan. Following review and discussion, it was the general consent of the Board of Directors to table this topic until the Annual Election of the Board of Directors is completed in October 2018. The new Board of Directors will need to discuss the communication and education strategy to get the ownership involved.

D. Common Area Improvement Proposals

1. The Board of Directors reviewed a proposal provided by Carasso Construction regarding the September maintenance walk punch list. Following review and discussion, a motion was duly made by Gary Bittner and seconded by Marlene Eckstein to approve the proposal presented except for the utility door replacement. Motion passed unanimously.
2. The Board of Directors reviewed a proposal provided by Carasso Construction regarding belly band wood replacement for 303 San Nicholas Court in the amount of \$1,088.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.
3. The Board of Directors reviewed a proposal provided by Carasso Construction regarding exterior termite repairs for 624 San Nicholas Court in the amount of \$2,448.00. Following review and discussion, it was the general consent of the Board of Directors to approve the proposal as presented.

E. Homeowner Correspondence

1. Requested to discuss the skylight / atrium window replacement and responsibility - Following review and discussion, it was the general consent of the Board of Directors not to take any further action as the HOA is responsible skylight replacement and the owner is responsible for all window replacement with architectural approval. If a window replacement affects the roof design, the owner would be responsible for all costs of the association's roofer to redesign the roof to accommodate the new window.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 27, 2018 - PAGE 4**

2. Requested to park in guest parking for medical reasons - Following review and discussion, it was the general consent of the Board of Directors to approve safe listing their 1 vehicle for 2 weeks. If the owner needs additional safe listing days, the owner will need to provide a doctor's note outlining the medical reasons and estimated time of recovery.

ADJOURN

There being no further business, the meeting was adjourned at 9:25 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MEETING MINUTES AT THE OCTOBER 22, 2018 BOARD MEETING.