

**The Terrace at Canyon Hills Homeowners Associations
Board of Directors Meeting Minutes
September 28, 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 Wednesday, September 28, 2017, at the Offices of Accell
4 Property Management, located at 23046 Avenida De La Carlota, Suite 700, Laguna
5 Hills, California, 92653. President, Gene Levy called the Meeting to order at 8:09
6 p.m., with a quorum of Directors present.

7

8 **Directors Present**

9 Gene Levy, President

10 Susie Cox, Vice President (left at 8:00 p.m.)

11 David Golbahar, Treasurer (left at 9:50 p.m.)

12 Pamela Knudsen, Secretary (left at 8:50 p.m.)

13 Marlene Eckstein, Member at Large

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15 **Directors Absent**

16 None

17

18 **Also Attending**

19 Lauren Swiderski, Accell Property Management, Inc.

20 Jennifer Parker, Accell Property Management, Inc.

21 Two (2) homeowners were present

22 Connor Ross, Ross Construction Management

23

24 **Executive Session Meeting Topic**

25 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
26 that the following topics were discussed during the Executive Session Meeting held
27 on September 28, 2017:

Executive Session
Meeting Topics

28 1. Reviewed the Minutes from the August 23, 2017 Executive Session Meeting

29 2. Reviewed Hearing Notices

30 3. Reviewed Homeowner Correspondence

31 4. Reviewed the Case History Summary Report submitted by The Judge Law
32 Firm

33 5. Reviewed Fee Waiver Requests submitted by Members

34 6. Reviewed correspondence submitted Patrol Services

35 7. Reviewed previous correspondence from Elite Enforcement regarding patrol.

36 8. Reviewed correspondence submitted by Legal Counsel
37 The foregoing resolution was executed pursuant to the general consent of the Board of
38 Directors.

39

40 **Vendor Presentation**

41 Connor Ross from Ross Construction Management was in attendance to provide a
42 detailed explanation of what services his company has to offer and how it will benefit
43 the Association to have a designated construction manager organizing a community
44 wide plumbing re pipe project.

Ross Construction
Management

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46 **Landscape Committee Report**

47 Marlene Eckstein provided the Board of Directors a detailed report on the current
48 status of scheduled renovations per courtyard and the landscaping budget. Plans for
49 new plant installations, the drainage design for the area at 211 Santa Rosa, and
50 included an update on the holiday lighting plans.

Landscape
Committee Report

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52 **Minutes**

53 The Board of Directors reviewed the Minutes from the August 23, 2017 Regular
54 Session Board of Directors Meeting. Following review and discussion, it was the
55 general consent of the Board of Directors to correct the meeting commencement time
56 on the Minutes.

Minutes

57

58 The Board of Directors reviewed the Annual Minutes from the October 27, 2016
59 Reconvened Annual Membership Meeting. Following review and discussion,
60 Management was directed to correct the number of votes received by Susan Cox
61 from 260 votes to 26 votes.

62

63 **Maintenance and Service Proposals**

64 The Board of Directors reviewed a proposal submitted by Carasso Construction to
65 increase the height of fence at the San Nicholas pool area in an effort to prevent non-
66 resident guests from accessing the pool. Following review and discussion, it was the
67 general consent of the Board of Directors to obtain two more bids for review at the
68 October meeting.

Carasso
Construction

<p>69 The Board of Directors reviewed a proposal submitted by Carasso Construction to 70 replace the mailbox cluster in the 600 courtyard. Following review and discussion, 71 Management was directed to obtain two (2) additional proposals for consideration at 72 the October meeting. 73</p>	<p>Carasso Construction</p>
<p>74 The Board of Directors reviewed a proposal submitted by McCarthy Roofing 75 The Board of Directors reviewed three (3) proposals submitted by Orange County 76 Fence, Best Patio and Fence, and Sonrise Fence Company to replace the wrought 77 iron fencing behind units 421, 422, 423 San Nicholas Court. Following review and 78 discussion, <u>Gene Levy made a motion to approve the proposal submitted by Orange 79 County Fence in the amount of three thousand six hundred sixty (\$3,660.00) dollars. 80 Susie Cox seconded the motion. The motion carried unanimously.</u> 81</p>	<p>Vinyl Fence Replacement</p>
<p>82 The Board of Directors reviewed three (3) proposals submitted by Blueray 83 Management, Aqualine Pool Service, and Aqua-Tek to complete the monthly pool 84 maintenance. Following review and discussion, <u>it was the general consent of the 85 Board of Directors to award Blueray Management the pool maintenance contract at 3 86 days per week in the amount eight hundred fifty (\$850.00) dollars per month, and 87 advise vendor the pool is to be heated 12 months of the year.</u> 88</p>	<p>Pool Maintenance Contract</p>
<p>89 The Board of Directors reviewed a proposal submitted by Blueray Management to 90 install the required OC Health Department signs at both pool areas. Following review 91 and discussion, <u>it was the general consent of the Board of Directors to approve the 92 proposal, in the amount of forty-nine dollars and 95 cents (\$49.95) each and schedule 93 installation.</u> 94</p>	<p>Pool Safety Signs</p>
<p>95 The Board of Directors reviewed a proposal submitted by Right of Way Inc. to 96 purchase four (4) custom pool rules signs for both pool areas. Following review and 97 discussion, <u>it was the general consent of the Board of Directors to approve the 98 proposal in the amount of one hundred twenty nine dollars and ninety five cents 99 (\$129.95) each and schedule installation at both pool areas.</u> 100</p>	<p>Pool Rules Signs</p>
<p>101 The Board of Directors reviewed a proposal submitted by Deckside Pool Service to 102 replace the heater in the San Nicholas pool area. Following review and discussion, 103 Management was directed to obtain a list of repairs completed at the San Nicholas 104 pool prior to deciding on the heater replacement.</p>	<p>Deckside Pool Service</p>

<p>105 The Board of Directors reviewed a proposal submitted by Decksider Pool Service to 106 replace the heater in the San Nicholas pool area. Following review and discussion, it 107 was the general consent of the Board of Directors to table this for review by the new 108 pool maintenance vendor, Blueray Management. 109</p> <p>110 The Board of Directors reviewed proposals for holiday lighting submitted by Shine 111 Illumination and Comet Lighting Electric, Inc. Following review and discussion, a 112 motion was made by Gene Levy and seconded by Marlene Eckstein to approve the 113 proposal submitted by Shine Illumination, in the amount of one thousand two hundred 114 eighty (\$1,280.00) dollars to install and maintain the holiday lighting at the monument. 115 David Goldbahar objected, the motion carried (2-1). 116</p> <p>117 David Goldbahar left the meeting at 9:45 p.m. and the remaining Board Members 118 continued the General Session. 119</p> <p>120 The Board of Directors tabled the proposals for repipe repair until the October 121 meeting. 122</p> <p>123 <u>Administrative & Operating Requests and Actions</u></p> <p>124 The Board of Directors tabled the following discussion topics for lack of time. 125 1. Pool and Spa Rules Discussion 126 2. Fence Responsibility Discussion 127 3. Community Handbook Mailing Discussion 128 4. Laguna Beach City Ordinance Prohibiting Smoking Discussion 129 5. Delegated Authority Discussion 130 6. Project Calendar 131</p> <p>132 The Board of Directors reviewed correspondence from CAPCA confirming the FHA 133 Approval of the Association as of September 19, 2017. The Board of Directors 134 requested a refund from Management, in the amount of three hundred (\$300.00) 135 dollars for not completing the request approved in March 2016. 136</p> <p>137 The Board of Directors reviewed the 2017 Annual Calendar. No action was required. 138</p> <p>139 <u>Architectural Matters</u></p> <p>140 The Board of Directors reviewed an Architectural Application submitted by Lassiter,</p>	<p>Decksider Pool Service</p> <p>Holiday Lighting Proposals</p> <p>Repipe Proposals</p> <p>Discussion Topics</p> <p>FHA Approval</p> <p>Annual Calendar</p> <p>603 San Nicholas Ct.</p>
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141 603 San Nicholas Court to install a satellite dish. Following review and discussion, it
142 was the general consent of the Board of Directors to approve the application provided
143 the satellite guidelines are followed and update the homeowner.

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145 **Financials**

146 The Board of Directors reviewed the Financial Statements for the periods ending
147 July 31, 2017 and August 31, 2017. Following review and discussion, a motion was
148 made by Gene Levy and seconded by Marlene Eckstein to approve the Financial
149 Statements as submitted.

Financial
Statement

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151 **Open Forum**

152 In accordance with California Civil Code Section 4925(b), the following issues and
153 topics were discussed during the Homeowner Open Forum: Teri Natali reported the
154 pool area is being abused by non-residents, the LED light in the Santa Rosa spa still
155 requires replacement. An issue regarding dogs defecating on the grass at front
156 entrance of units, walkway maintenance, tree trimming and dead plant material was
157 discussed.

Open Forum

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159 **Next Meeting**

160 The next Board of Directors Meeting is scheduled for Thursday, October 26, 2017
161 at 6:00 p.m., to be held at Accell Property Management, Inc.

Next Meeting

162

163 **Adjournment**

164 There being no further business to come before the Board, it was the general consent
165 of the Board of Directors to adjourn the Meeting at 11:12 p.m.

Adjournment

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167 **Attest**

Attest

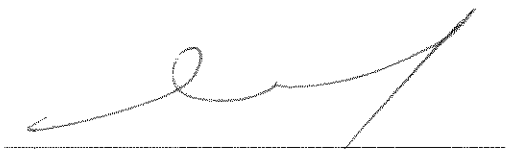
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President



Secretary VP