

**THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
March 28, 2024**

- NOTICE** The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Thursday March 28, 2024 via Microsoft Teams teleconference. The agenda was posted with the number and access code for residents to call into at the bulletin board at both pools (4) four days prior to the meeting date.
- PRESENT** **Directors Present:** Ann Marie McKay, President  
Caitlin Reyna, Treasurer  
Brian Greenwald, VP
- Powerstone:** Paige Fields, CCAM, Senior Community Manager
- Others:** Justin Koch, Ross Mgmt  
Matt Nawabi, Ross Mgmt
- CALL TO ORDER** Meeting was called to order at 1:03pm by Board President, AnnMarie McKay.
- ANNOUNCEMENTS** Management advised that Executive Session Meeting was held prior to the General Session Meeting on March 28, 2024.
- HOMEOWNER FORUM** There were 7 homeowners present to discuss the following:
- COMMITTEE REPORTS**
- Architectural: Evelyn Saunders, Brian Greenwald, and Wiam Elbettar*
- Landscape/Maintenance: Kimberly Pundir, and Johannes Marler*
- MINUTES** The Board reviewed the minutes dated February 26, 2024.
- Upon motion duly made, seconded, and passed unanimously, the Board approved the February 26, 2024 General Session minutes as prepared by Powerstone Property Management.
- FINANCIALS** The Board reviewed the financials dated February 2024.
- As of the February 29, 2024 Financial Statement, the Operating Account reflects a year-to-date revenue of \$1,022,534.08 and a year-to-date expenditure of \$566,075.26 before the reserve contribution.*
- The Association also contributes \$58,088 a month to the Reserve Account per the current approved annual budget for February. These funds are for future capital improvements and replacement components per the reserve study. The total Reserve Funds as of February 29, 2024 are \$1,050,539.18. Total Accounts Receivables as of February 29, 2024 are \$14,978.03.*
- Upon motion duly made, seconded, passed unanimously, the Board approved the February 2024 financial statements and ratified the review by the individual board members and all transfers of funds made in this period and reflected in the financial statement.

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The Board reviewed the utility bills.

**INVOICE RATIFICATION**

Upon motion duly made, seconded, and passed unanimously, the Board approved the following invoice ratifications.

1. 603 SNC Mitigation \$2,136
2. 106 SRC Mitigation \$1,905.05
3. 620 SNC Mitigation \$916.50
4. 416 SNC Mitigation \$2,847
5. 416 SNC Roof Repairs \$4,637.50
6. Lower Pool Build back \$4,325
7. Drain Line Jetting Lower Pool Leak \$1,755
8. 620 SNC Build back \$1,400

**ARCH APP RATIFICATION**

The Board reviewed the following arch app ratifications:

1. 301 SNC – Parking Space – Denied

Upon motion duly made, seconded, and carried, the Board approved the review of the arch app as presented.

**NEW BUSINESS**

Wood and Paint Project Update

Ross Mgmt was present to discuss the progress of the wood and paint project. They presented CO#1 \$4,906.50.

Upon motion duly made, seconded, and carried, the Board approved the change order as submitted in the amount of \$4,906.50.

500 Circle Wall

Management provided a update on the review of the wall behind the 500 circle. Management walked it with the engineer and the engineer advised the grading needs to be re done. Management contacted Partners Plumbing and they advised they plan to relay the rocks and gravel and perform a water test to ensure the drains are working properly.

Landscape Bids

The Board reviewed the following bids.

Upon motion duly made, seconded, and passed unanimously, the Board approved the following:

629 SNC	Stump Removal	\$250	Approved
500 SNC	Fill Bare Area Plants	\$187.01	Table- add to June Board Packet

Artisan Wall

The Board reviewed the correspondence from Artisan regarding the damaged wall due to a fallen Association tree. The Board discussed the bids submitted by the Artisan for the repairs. The Board advised Management to contact legal in regards to authority on the process of multiple bids, and which vendors will be performing the work if TCH is paying the costs for repair.

Upon motion duly made, seconded, and carried, the Board approved to reimburse the cost of the engineer review to the Artisan Laguna beach in the amount of \$7,200.

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- Gutter Repairs                      Protec has agreed to hold the pricing for the gutter repairs/downspouts at a cost of \$7,940. Each street will be completed once the wood and paint is finished.
- Draft Budget                         The Board reviewed the draft budget as presented by management. The recommended budget reflects a rough 15% increase in dues due to necessary reserve contributions and large projects.
- Upon motion duly made, seconded, and carried, the Board approved the 2024-2025 budget reflecting a full 20% increase in dues and including the excess 5% from the recommended budget and adding to the landscape line item. In addition, upon motion duly made and seconded the Board confirms its policy that with the approval of the budget, it authorizes the transfers of the approved expenses including but not limited to utilities, insurance payments, monthly reserve transfers and approved contracts that may be in excess of \$10,000 or 5% of the total reserves and operating funds, whichever is lower.
- Rules and Regs                        The Board discussed the parking rules and regulations. The Board request legal to review the CC&Rs and make the necessary edits to have the rules and regulations reflect the verbiage in the CC&Rs regarding guest parking, and remove the restriction regarding guest parking and residents parking in open parking spaces.
- Board Member  
Resignation                            The Board reviewed the Board Member Resignation.
- Board Member  
Appointment                         Upon motion duly made, seconded, and carried, the Board appointed the following homeowners to fill the vacant seats on the Board of Directors:  
    *Paige Strayer – 106 Santa Rosa Court, Member at Large*  
    *Kim Pundir – 101 Santa Rosa Court, Secretary*
- Parking                                 On February 28, 2024, management met with Robert Montaghmi on site to go over the temporary installed parking spaces at the following units:
- 315 SNC
  - 111 SRC
  - 2 spaces installed on Santa Rosa
- The fire marshal recommended that 315 SRC detached garage space be removed due to a emergency vehicle having a difficult time getting by, 111 SRC can be left as is, if the Santa Rosa spots are removed, and the 2 spaces on Santa Rosa be removed. Management requested a report from the Fire Marshal, and he declined, as he does not provide written reports.
- At this time, 315 SNC and the Santa Rosa spots have been removed.
- Management Report:**            The Board reviewed the management reports and correspondence.

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ANNOUNCEMENT

The next General Session meeting of the Board of Directors is scheduled for April 22, 2024 at Powerstone Property Management.

ADJOURNMENT

With no further business, the general session meeting was adjourned at 2:21p.m.

ATTEST

Ann Marie McKay	<u>Ann Marie McKay</u> <small>Ann Marie McKay [Jun 28, 2024 16:34 PDT]</small>	28/06/24
Name	Signature	Date