

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**  
**FEBRUARY 25, 2021**  
**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, February 25, 2021 at 6:30 P.M. via Zoom virtual meeting.

**PRESENT** Sheila Deakin, President  
Marlene Eckstein, Vice President  
Brad Hartke, Secretary  
Frank Aronoff, Treasurer  
Kim Fields, Member at Large  
  
Eric Fordyce, Platinum Management Group

**ABSENT** None

**CALL TO ORDER** The meeting was called to order by the Sheila Deakin, President, at 6:30 P.M. with quorum of the Directors present.

**OPEN FORUM** There were ten (10) homeowners in attendance. Homeowners brought to the Board's attention questions regarding dry rot wood repairs, repiping, financial meeting, garage door dents and landscaping.

**COMMITTEE REPORTS** Marlene Eckstein, Landscape Chairperson, provided an update.  
Frank Aronoff, Maintenance Committee Chairperson, provided an update.  
Kim Fields, Communication Chairperson, provided an update.  
Evelyn Saunders, Architectural Chairperson, provided an update.  
Steve Telish, Parking Chairperson, was not provided.

**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 February 25, 2021 and the following topics were reviewed:

- A. January 11, 2021 Meeting Minutes
- B. January 28, 2021 Meeting Minutes
- C. Small Claims Court Hearing Update
- D. February 17, 2021 Delinquency Report

**TREASURER'S REPORT**

As of the January 31, 2021 Financial Statement, the Operating Account reflects a year-to-date revenue of \$492,138.22 and a year-to-date expenditure of \$572,133.70.

The association also contributes \$30,132.00 a month to the Reserve Account per the approved annual budget. These funds are for future capital

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improvements and replacement components per the reserve study. The total Reserve Funds as of January 31, 2021 are \$1,242,002.62.

Total Accounts Receivables as of February 17, 2021 are \$3,584.47.

**CONSENT  
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the January 18, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the minutes as amended. The motion passed 4 -1 with Marlene Eckstein abstained.
- B. Approval of the January 28, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the minutes as amended. The motion passed 4 -1 with Marlene Eckstein abstained.
- C. Acceptance of the Financials. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the minutes as amended. The motion passed 4 -1 with Marlene Eckstein abstained.

**NEW BUSINESS**

- A. Landscape Common Area Improvements  
The Board of Directors reviewed a proposal submitted by Quezada Pro Landscaping to fill in the bare areas at the Santa Rosa Pool. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the pea gravel proposal in the amount of \$290.00 and installation in June 2021. The motion passed unanimously.
- B. Common Area Improvement Proposals  
The Board of Directors reviewed proposals submitted by Carasso Construction for the December 2020 (600 Circle), January 2021(100 Circle), and February 2021(200 Circle) maintenance inspection punch lists. Following review and discussion, a motion was made by Brad Hartke and seconded by Marlene Eckstein the approve the proposals for termite repairs only for the following maintenance inspections: December 2020, January 2021, and February 2021 as presented. The motion passed unanimously.
- C. Association's Insurance Renewal  
The Board of Directors reviewed proposals submitted by LaBarre/Oksnee Insurance for the annual insurance renewal in the amount of \$29,239.00. Following review and discussion, a motion was made by Kim Fields and seconded by Brad Hartke to approve the proposal as presented. The motion passed unanimously.
- D. Roof Repairs – Proposal  
The Board of Directors reviewed a proposal for roof repairs at 312 San Nicholas submitted by Jim Murray Roofing in the amount of \$1,796.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve the proposal as presented. The motion passed unanimously.

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**E. Anti-Harassment Policy Review**

The Board of Directors reviewed the Anti-Harassment Policy. Following review and discussion, it was the general consent of the Board of Directors to table this until the March meeting. All recommended changes are to be sent to Management by March 5, 2021 for the attorney to review.

**F. Enforcement Policy Review**

The Board of Directors reviewed the enforcement policy. Following review and discussion, it was the general consent of the Board of Directors to table this until the March meeting. All recommended changes are to be sent to Management by March 5, 2021 for the attorney to review.

**G. Potential Special Assessment Review**

The Board of Directors reviewed the special assessment disclosure. Following review and discussion, it was the general consent of the Board of Directors to approve the disclosure that the association has a potential special assessment in the future.

**H. Homeowner Requests**

1. 212 Santa Rosa Court / 602 San Nicholas – The homeowners sent a thank you letters to the Board of Directors. No further action was required.
2. 413 San Nicholas– Management was instructed to send a third-party plumber to inspect the homeowner’s plumbing, per homeowner’s request. Following review and discussion, a motion was made by Kim Fields and seconded by Brad Hartke to accept the third-party assessment the unit repipe did not affect the water flow of the shower/tub. The recommendation was to replace the shower valve in order to fix the water flow.
3. 501 San Nicholas – Plumbing reimbursement in the amount of \$578.00. Following review and discussion, a motion was made by Kim Fields and seconded by Frank Aronoff to deny the request for two reasons, the dishwasher’s water supply line is homeowners’ responsibility and in September 2020 Newsletter it was stated to all homeowners / residents to contact Management with a leak or homeowner may be responsible for all costs. The motion passed unanimously.
4. 100 Santa Rosa – Plumbing reimbursement in the amount of \$424.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to deny the request as back in September 2020 Newsletter it was stated to all homeowners / residents to contact Management with a leak or homeowner may be responsible for all costs. The motion passed unanimously.
5. 105 & 106 Santa Rosa – Plant selection. Following review and discussion, it was the general consent of the Board of Directors to finalize the decision at the March Landscape inspection.
6. 106 Santa Rosa – Suggestion for utility box covers if homeowner would like to buy and install. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

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7. 120 Santa Rosa – Request to remove tree stump. Following review and discussion, it was the general consent of the Board of Directors to finalize the decision at the March Landscape inspection.
8. 507 San Nicholas – Response to video doorbell regarding neighbor complaint. Following review and discussion, it was the general consent of the Board of Directors that no further action was required.
9. 613 San Nicholas – Incident with a resident Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to inform homeowners that they should contact the police if they feel threatened in the community. The motion passed unanimously.
10. 606 San Nicholas – Incident with a resident. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marlene Eckstein to inform homeowners that they should contact the police if they feel threatened in the community. The motion passed unanimously.
11. 514 San Nicholas – Pesticides concerns. Following review and discussion, it was the general consent of the Board of Directors that no further action was required.

J. Annual Calendar Review

The Board of Directors reviewed the 2021/2022 annual calendar. Following review and discussion, it was the general consent of the Board of Directors to add obtaining proposals for holiday lighting in August 2021.

**ADJOURN** There being no further business, the meeting was adjourned at 9:40 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE MARCH 25, 2021 MEETING**