

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JUNE 24, 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, June 24, 2021 at 6:30 P.M. via Zoom virtual meeting.
- PRESENT** Sheila Deakin, President
Marlene Eckstein, Vice President
Frank Aronoff, Treasurer
Brad Hartke, Secretary
Kim Fields, Member at Large
- Eric Fordyce, Platinum Management Group
- ABSENT** None
- CALL TO ORDER** The meeting was called to order by Sheila Deakin, President, at 6:39 P.M. with quorum of the Directors present.
- OPEN FORUM** There were twelve (12) homeowner present for open forum. The following topics were discussed. Landscape looks good, financials, pool maintenance is good, asphalt project, parking space striping / wording, dogs barking, candidates for the annual meeting, operating due to reserves and the concrete / rebar repairs at the lower pool.
- COMMMITTEE REPORTS** Marlene Eckstein, Landscape Chairperson, provided an update.
Frank Aronoff, Maintenance Committee Chairperson, provided an update.
Kim Fields, Communication Chairperson, no update was provided.
Evelyn Saunders, Architectural Chairperson, provided an update.
Sheila Deakin, Parking Committee Chairperson, provided an update.
- 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 June 24, 2021 and the following topics were reviewed:
- A. May 22, 2021 Executive Meeting Minutes
 - B. Violation Correspondence
 - C. Payment Plan Standard
 - D. Hearing Notice
 - E. Legal Review / Updates
 - F. Member Discipline
 - G. June 18 2021 Delinquency Report

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**TREASURER'S
REPORT**

As of the May 31, 2021 Financial Statement, the Operating Account reflects a year-to-date revenue of \$737,844.75 and a year-to-date expenditure of \$831,054.68.

The association also contributes \$30,632.00 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 May 31, 2021 are \$1,236,708.55.

Total Accounts Receivables as of June 18, 2021 are \$7,279.21.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the May 11, 2021 Special Board of Directors Meeting Minutes. Following review and discussion, a motion was made Frank Aronoff and seconded by Kim Fields to approve the minutes as presented. The motion passed unanimously.
- B. Approval of the May 27, 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 presented. The motion passed 4-1 with Kim Fields abstaining.
- C. Approval of the June 1, 2021 Board of Directors Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Marlene Eckstein to approve the minutes as presented. The motion passed 4-1 with Kim Fields abstaining.
- D. Approval of the June 14, 2021 Board Inspection Meeting Minutes. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve the minutes as presented. The motion passed 4-1 with Kim Fields abstaining.
- E. Acceptance of the May 31, 2021 Financials. Following review and discussion, a motion was made by Brad Hartke and seconded by Sheila Deakin to approve the financials as presented. The motion passed unanimously.

NEW BUSINESS

A. Common Area Improvement Proposals

The Board of Directors reviewed proposals submitted by Carasso Construction as follows:

1. June 2021 600 Circle maintenance inspection punch lists regarding a variety of repairs to the common area and other owners' repair requests. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve trip hazard repairs at the following addresses, 603, 604, San Nicholas shower area, 613, 619, 620, 621 & 622, 623. The motion passed unanimously.
2. 411 San Nicholas Court – various exterior repairs from repiping in the amount of \$934.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to postpone the repairs until a detailed review of the financials are

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concluded in September and paint over the treated damage area. The motion passed unanimously.

3. 321 San Nicholas – termite repairs in the amount of \$1,790.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to a detailed review of the financials are concluded in September and paint over the treated damage area. The motion passed unanimously.
4. 422 San Nicholas – termite repairs in the amount of \$1,610.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to a detailed review of the financials are concluded in September and paint over the treated damage area. The motion passed unanimously.
5. 516 San Nicholas – termite repairs in the amount of \$1,322.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to a detailed review of the financials are concluded in September and paint over the treated damage area. The motion passed unanimously.
6. 315 San Nicholas – irrigation / wood repairs per homeowner’s request in the amount of \$710.00. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to postpone the repairs until a detailed review of the financials are concluded in September. The motion passed unanimously.

B. Landscape Contracts & Proposal

The Board of Directors reviewed proposals submitted by Quezada Landscape as follows:

1. Liquid Amber tree removal and grinding stump at 411 San Nicholas due to possible property damage in the amount of \$750.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad Hartke to approve the proposal as presented. The motion passed unanimously.
2. Fuel Modification weed abatement above San Nicholas pool for fire abatement prevention to avoid fire hazards in the amount of \$2,800.00. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad Hartke to approve the proposal as presented. The motion passed unanimously.

C. Pool Reopening Review

The Board of Directors held a discussion regarding Governor Newsom lifting all COVID restriction for California on June 15, 2021. Following discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to have the furniture cleaned and placed around the pool before June 30, 2021. The motion passed unanimously.

D. Decrease in Janitorial Services

The Board of Directors reviewed a proposal submitted by Personal Touch Cleaning regarding changing to the original summer schedule of 2 services per week in the amount of \$611.00 per month and winter schedule of 1

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service per week in the amount of \$305.00 per month. Following review and discussion, a motion was made by Frank Aronoff and seconded by Brad Hartke to approve the change in service. The motion passed unanimously.

E. Board Member Requests and Discussions

1. Board Meeting Location. Following review and discussion, a motion was made by Sheila Deakin and seconded by Kim Fields to have the in-person attendance option at the PMG office and the Zoom conference meetings option for all future board meetings. The motion passed unanimously.
2. Board Action Item List. Following review and discussion, it was the general consent of the Board of Directors to have PMG create an action list after the board meetings and submit the updated action list in the next meetings Director's Report.
3. Violation List – Following review and discussion, it was the general consent of the Board of Directors to approve a violation list to be included every month in the Executive Session Meeting.
4. Landscape Operating Budget Review. Following review and discussion, a motion was made by Kim Fields and seconded by Sheila Deakin to approve the landscape committee a budget of \$500.00 per month. The motion passed unanimously.
5. 3 Reserve Allocations (\$90,396.00) repayment plan. Following review and discussion, a motion was made by Sheila Deakin and seconded by Brad Hartke to table this conversation for the July Financial Meeting. The motion passed unanimously.
6. Utility Door Replacement. Following review and discussion, it was the general consent of the Board of Directors to get a final count of the door numbers that need replacement and then discuss the options at the July board meeting.
7. Landscape – Magnolia Trees vs. Turf / Grass. Following review and discussion, it was the general consent to have the Landscape Chairperson contact Quezada Landscape for an updated proposal from 2019.
8. Summary of the Director's Common Area Inspection. Management provided a summary that consists of the exterior siding and paint, architectural encroachment and exterior modifications, parking space concerns, and landscaping concerns.
9. Summary of the Asphalt Sealcoat Project. Management provided a summary that consists of residents driving through the uncured asphalt, vehicles almost towed, and parking space striping.
10. Association Website – Communication Chairperson. Following review and discussion, it was the general consent of the Board of Directors to take no further action at this time.
11. Vandalism – Mailbox Tampering, Rock Thrown at Windows, Sealcoat Damage. Following review and discussion, it was the general consent of the Board of Directors to no further action at this time.

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12. Repiping Cost -\$6,900.00 / Remediation and Drywall Repairs \$5,000.00. Following review and discussion, it was the general consent of the Board of Directors to outline the HOA is paying an additional \$5,000 per unit to repipe a unit when a plumbing leak occurs.
13. Potential Special Assessment. Following review and discussion, it was the general consent of the Board of Directors to postpone the discussion to the July 26, 2021 Financial Meeting.
14. Maintenance & Landscape Inspection Notes. Following review and discussion, it was the general consent of the Board of Directors to have the notes placed in the back of the Directors Report for reference.
15. Short Term Rentals / Sub-Leasing – Not permitted. Following review and discussion, it was the general consent of the Board of Directors to defer to the City ordinance and have homeowners call the City directly. The contact is Sue Josipovic and she can be reached at 949-497-0387 or leave a message on the complaint line at 949-497-3311.
16. Monthly General Session / Zoom information on Agenda. Following review and discussion, it was the general consent of the Board of Directors to include the Zoom meeting information on the agenda that is posted on PMG’s Portal only.
17. Owner Concerns – 400 San Nicholas. Following review and discussion, it was the general consent of the Board of Directors to take no further action.

C. Homeowner Requests

1. 321 San Nicholas – Request for a parking space in front of their garage. Following review and discussion, a motion was made by Frank Aronoff and seconded by Kim Fields to table a decision until there has been a legal review of the parking spaces.
2. 221 Santa Rosa Court – Dog attack in the neighborhood dog to human. Following review and discussion, it was the general consent of the Board of Directors to take no further action as all dog complaints should be directed to Laguna Beach Animal Control.
3. 215 Santa Rosa Court – Dog attack in the neighborhood dog to dog. Following review and discussion, it was the general consent of the Board of Directors to take no further action as all dog complaints should be directed to Laguna Beach Animal Control.
4. 103 Santa Rosa – Comments on Directors Inspection / New Mailbox Request. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to request management to get proposals for new mailboxes for the July board meeting. The motion passed unanimously.
5. 118 Santa Rosa – Financial suggestions for the budget. Following review and discussion, it was the general consent of the Board of Directors to table a discussion for the July 26, 2021 Financial Meeting.
6. 501 San Nicholas – Plumbing Reimbursement & Correspondence regarding fee reimbursement to HOA. Following review and discussion, it was the general consent of the Board of Directors to table the request to the July Board Meeting.

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7. 105 /106 Santa Rosa – SCE Electrical Boxes / Landscape Adjustments. Following review and discussion, it was the general consent of the Board of Directors to have their request reviewed at the July 1, 2021 landscape walk.

ADJOURN There being no further business, the meeting was adjourned at 10:36 P.M.

THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE JULY 22, 2021 MEETING