

THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 24, 2022
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, March 24, 2022, at 6:30 P.M. via Zoom virtual meeting or in person at the PMG's office, 65 Enterprise, Aliso Viejo, CA 92694.

PRESENT Sheila Deakin, President
Marcia Hollander, Vice President
Frank Aronoff, Treasurer
Wiam Elbettar, Member at Large

Eric Fordyce, Platinum Management Group

ABSENT None

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

OPEN FORUM There were twelve (12) homeowners present. The topics discussed were upper pool slope, insurance premium, management resignation & transition, and vacant board position.

COMMITTEE REPORTS Finance Committee Chairperson, Caitlin Reyna
Landscape Chairperson - None
Maintenance Committee Chairperson, Marcia Hollander
Communication Co-Chairpersons, Sheila Deakin and Ann Marie McKay
Architectural Chairperson, Evelyn Saunders.
Parking Committee, Sheila Deakin

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 March 24, 2022, and the following topics were reviewed:

- A. Approval of the February 17 & 24, 2022, Executive Meeting Minutes
- B. Axis Construction Update – 213 Santa Rosa
- C. Waiver Request Denial Dispute
- D. Legal Correspondence Review
- E. March 18, 2022 Delinquency Report

TREASURER'S REPORT

As of the February 28, 2022, Financial Statement, the Operating Account reflects a year-to-date revenue of \$687,536.17 and a year-to-date expenditure of \$705,021.67.

The association also contributes \$41,173.92 a month to the Reserve Account per the approved annual budget. These funds are for future capital

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 24, 2022 – PAGE 2**

improvements and replacement components per the reserve study. The total Reserve Funds as of February 28, 2022 are \$1,468,781.07.

Total Accounts Receivables as of March 18, 2022 are \$5,701.60.

**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below:

- A. Approval of the February 17, 2022, Board of Directors 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 unanimously.
- B. Approval of the February 24, 2022 Board of Directors Minutes. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the minutes as presented. The motion passed unanimously.
- C. Acceptance of the February 28, 2022, Financials. Following review and discussion, a motion was made by Frank Aronoff and seconded by Sheila Deakin to approve the financials as presented. The motion passed 3-1 with Marcia Hollander opposed.

NEW BUSINESS

A. Management Resignation

The Board of Directors reviewed the 60-day Management resignation letter that was sent to the Board of Directors on February 25, 2022. PMG's last day will be April 30, 2022. Following review and discussion, it was the general consent of the Board of Directors that no further action was required.

B. Board Member Resignation

The Board of Directors reviewed correspondence submitted by Marlene Eckstein regarding her resignation from the Board of Directors and the Landscape Committee as of March 8, 2022. Following review and discussion, A motion was made by Marcia Hollander and seconded by Sheila Deakin to appoint a new Board member and committee member at the special April 14, 2022 board meeting. The motion passed unanimously.

C. Association Reserve Investments

The Board of Directors reviewed the 3 - \$100K CD's maturing on March 12, 2022, April 7, 2022, and April 21, 2022 with Morgan Stanley. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to approve the reinvestment of 1 - \$100K CD for 6 months and to cash out the other two CD's maturing in April. The motion passed unanimously.

D. Ratify Association Insurance Renewal Policy / Disclosure Letter

1. The Board of Directors held an emergency meeting on February 25, 2022 to approve Brian Berg's insurance renewal policy in the amount of \$447,334.54. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to approve the ratification. The motion passed unanimously.
2. The Board of Directors reviewed correspondence submitted by Brian Berg regarding the interior responsibilities for repairs. Following review and

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 24, 2022 – PAGE 3**

discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table the discussion for the April 28, 2022 meeting. The motion passed unanimously.

3. The Board of Directors reviewed correspondence from Brian Berg regarding insurance information and deductible with brush fire letter. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to table the discussion for the April 28, 2022 meeting. The motion passed unanimously.

E. Ratify to Transfer / Borrow Funds from Reserve Account

The Board of Directors review Jackie Pagano's correspondence regarding the Board's CA Civil Code requirements to borrow \$447,334.54 from the reserve account.

- 1) The reason the transfer is needed.
- 2) Some of the options for repayment within a year
- 3) Whether a special assessment may be considered.

Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to identify the reason of the transfer for the 2022/2023 insurance premium and a special assessment is required. The repayment options will be decided at the April 28 board meeting. The motion passed unanimously.

F. Common Area / Maintenance Improvement Proposals

The Board of Directors reviewed 10 Proposals submitted by Carasso Construction for various repairs throughout the community on the following addresses, 311 San Nicholas, 411 San Nicholas, 606 San Nicholas, 607 San Nicholas, 303 San Nicholas, 613 San Nicholas, 206 Santa Rosa, 521 San Nicholas, 108 Santa Rosa, 203/204 Santa Rosa, and 608 San Nicholas. Management requested proposals from ProTec Building Services at the March 10, 2022 maintenance inspection. Those proposals for comparison from ProTec Building Services were never received. Management recommended that all water intrusion issues should not be tabled for the third month in a row. Following review and discussion, a motion was made by Marcia Hollander and seconded by Sheila Deakin to table all the Carasso proposals for the next meeting on April 28, 2022. The motion passed unanimously

G. Draft Proposed 2022/2023 Budget

The Board of Directors reviewed the draft proposed 2022/2023 budget. The final version of the budget will have to be approved on or before April 21, 2022. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to table the proposed budget for the Finance Committee to review and submit their recommendation at the Special Board Meeting on April 14, 2022. The motion passed unanimously.

H. Reserve Study for Approval for Budget

The Board of Directors reviewed the "on-site" reserve study for 2022/2023 year. Following review and discussion, a motion was made by Sheila Deakin and seconded by Frank Aronoff to table this item to the Special April 14, 2022 meeting. The motion passed unanimously.

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MARCH 24, 2022 – PAGE 4**

I. Proposed Architectural Guidelines Adoption

The Board of Directors reviewed the proposed architectural guidelines that were mailed to the ownership for a 28-day review. Following review and discussion, a motion was made by Marcia Hollander and seconded by Sheila Deakin to approve the new guidelines as presented and to post the Board’s decision at the pool bulletin boards. The motion passed unanimously.

J. Upper Pool Replastering Update

The Board of Directors reviewed correspondence submitted by Alan Smith Pools regarding the October 2022 date to replaster. The tentative dates are for October 18, 2022 to October 20, 2022 to drain and prep. Following review and discussion it was the general consent of the Board of Directors to take no further action at this time.

K. Management / Homeowner Requests

1. Dog Waster Bag request from Homeowner to Quezada Landscape. Following review and discussion, it was the general consent of the Board of Directors to take no further action as this time.

L. Homeowner Requests

1. 300 San Nicholas – Request reimbursement in the amount of \$325.00 they were assessed for an plumbing request. Following review and discussion, a motion was made by Sheila Deakin and seconded by Wiam Elbettar to deny the reimbursement request. The motion passed unanimously.
2. 514 San Nicholas – Request for HOA to provide a POD for his items in garage. Following review and discussion, a motion was made by Wiam Elbettar and seconded by Marcia Hollander to deny his request as removal of items is homeowners’ responsibility. The motion passed unanimously.
3. 415 San Nicholas – Response to denial of the Board of Director to not trim the pine tree near his home. Following review and discussion, a motion was made by Sheila Deakin and seconded by Marcia Hollander to request a bid from Quezada to remove the pine tree. The motion passed unanimously.

NEXT MEETING The next board meeting is scheduled for April 14, 2022 at 5:00pm.

ADJOURN There being no further business, the meeting was adjourned at 9:01 P.M.

ATTEST

Sheila Deakin
Sheila Deakin (May 25, 2022 16:10 PDT)

caitlin rayna

President

Secretary