

**THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
November 28, 2022**

---

<b>NOTICE</b>	The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday November 28, 2022 at 6:00pm at Powerstone Property Management or 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.
<b>PRESENT</b>	<b>Directors Present:</b> Ann Marie McKay, President Caitlin Reyna, Treasurer Frank Aronoff, Secretary Wiam Elbettar, Vice President Brian Greenwald, Member at Large  <b>Directors Absent:</b>  <b>Powerstone:</b> Paige Fields, CCAM, Community Manager Kylie Decker, CCAM, Director of Community Management
<b>CALL TO ORDER</b>	Meeting was called to order at 6:14pm by President
<b>ANNOUNCEMENTS</b>	Management advised that Executive Session Meeting was held after the General Session Meeting on Monday November 28, 2022.
<b>INSURANCE UPDATE</b>	<p>The Board reviewed legal correspondence regarding the process of amending the CC&amp;Rs regarding HOA insurance coverage limits, which would potentially cover all common areas of the Association, landscape and pools, and all homeowners would be required to obtain a HO3 policy to cover their entire unit.</p> <p>Upon motion duly made, seconded, and passed unanimously, the Board approved to have legal draft the CC&amp;R amendment for review for the January Board Meeting.</p>
<b>HOMEOWNER FORUM</b>	There was 10 homeowners present to discuss tree trimming, roof and gutter project, insurance and retyping the CC&Rs.
<b>COMMITTEE REPORTS</b>	<p><i>Landscape and Maintenance- Chair: Paige Strayer</i></p> <p><i>Architectural- Chair: Evelyn Saunders</i></p> <p><i>Parking- Chair: Steve Telish</i></p> <p><i>Finance- Chair: Caitlin Reyna</i></p>
<b>MINUTES</b>	<p>The Board reviewed the minutes dated 10.24.22.</p> <p>Upon motion duly made, seconded, and passed unanimously, the Board approved the minutes dated October 24, 2022.</p>
<b>FINANCIALS</b>	<p>The Board reviewed the financials dated October 2022.</p> <p>As of the October 31, 2022, Financial Statement, the Operating Account reflects a year-to-date revenue of \$177,569.63 and a year-to-date expenditure of \$598,673.81.</p>

**THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
November 28, 2022**

---

The Association also contributes \$48,400 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 October 31, 2022 are \$1,649,688.64. Total Accounts Receivables as of October 31, 2022 are \$10,100.80.

Upon motion duly made, seconded, passed unanimously, the Board approved the October 2022 financial statement and ratified the review by the individual board members and all transfers of funds made in this period and reflected in the financial statement.

Upon motion duly made, seconded, and passed unanimously, the Board approved the resolution to lien on acct # 00402-02.

**INVOICE RATIFICATION**

The Board reviewed the following invoices for ratification:

- 1) American Geotechnical Invoice \$1825
- 2) Upper Slope Irrigation additional repairs \$1,510
- 3) Alan Smith Pools- Pool Permits \$1,094

Upon motion duly made, seconded, the Board approved the above invoices to be paid as submitted, contingent that American Geotechnical provide the report and photos as stated in the invoice.

**NEW BUSINESS**

Community Survey

The Board reviewed the community survey put together by Director McKay.

Upon motion duly made, seconded, and passed unanimously, the Board approved the survey as submitted, and approved to email blast the survey out and mail to any owners without emails on file.

Safe Listing

The Board discussed safe listing and beginning to require posting the safe listing confirmation on the vehicles, so Board members/ any homeowners are aware which vehicles are safe listed and which are violating the rules. **No further action taken.**

Santa Rosa Upper  
Pool Slope- Plant Install

The Board reviewed the bid submitted by Harvest to install plant material above the Santa Rosa pool slope. The cost for install is \$540.

Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid submitted by Harvest, and the landscape committee will review on the next landscape walk.

Security Camera Policy

The Board reviewed the security camera policy drafted by Nordberg DeNichlio, and red lined by the Architectural Committee. This policy will be put in place for all exterior security cameras installs done by homeowners.

Upon motion duly made, seconded, and passed unanimously, the Board approved the policy as presented, which will be posted for 28 day review to all homeowners at both bulletin boards and email blasted out to all emails on file. The policy will be due for adoption at the January Board meeting.



**THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
November 28, 2022**

---

- Water Intrusion Policy      The Board reviewed the water intrusion policy correspondence provided by legal counsel. They propose to draft a entirely new policy, as the previous policy was drafted by prior counsel, Roseman.
- Upon motion duly made, seconded, and passed unanimously, the Board approved legal counsel to draft a new water intrusion policy in accordance with the communities CC&Rs, and request that the policy be very easily outlined and understandable for all residents.
- Community Wood and Siding Project      The Board discussed a potential wood, siding, and paint project for the entire community. Management advised that the scope would need to be put together by one vendor. The scope will include a full inspection of all buildings, and any and all repairs needed. Once this scope of work is completed, this can be used to send out to vendors to bid on. Management to schedule the community inspection from with a preferred vendor.
- Green Stick Policy      The Board reviewed the draft policy provided by legal counsel regarding the green sticks, which are the monument placed in the common area by homeowners indicating they don't want their landscape touched by the HOA contracted landscaper. This policy outlines exactly what homeowners are responsible for, if they agree to a green stick.
- Upon motion duly made and seconded, the Board approved the green stick policy as presented by legal counsel with the following changes, and approves to email blast and post at the bulletin boards for 28 day review. This Policy will be up for adoption at the January Board Meeting.
- Remove item 6.5 regarding Association assuming responsibility once the unit is sold. New owners will have an option to use green stick
  - Remove item 5.5 regarding limiting the use of drought tolerant plants
  - Excerpt regarding personal injury in relation to homeowner installations
  - Remove height and width requirements regarding sign
  - Remove the second half of #3 regarding owners being financially responsible for the stick
  - Green stick must be placed in a visible location closet to the paved walkway near the street
- Motion: AnnMarie McKay  
Second: Caitlin Reyna  
In favor: Wiam Elbettar  
In favor: Brian Greenwald  
Deny: Frank Aronoff  
The motion passed 4:1.
- Landscape Fuel Surcharge      The Board reviewed the letter provided by Harvest Landscape regarding fuel surcharging.
- Upon motion duly made and seconded, and passed unanimously, the Board tabled the fuel surcharge cost and request Management obtain the exact cost of

**THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
November 28, 2022**

---

when the fuel surcharge would stop.

**Protec 2023 Increase**

The Board reviewed the correspondence provided by Protec for a 2023 contract increase. Protec is proposing a hourly rate increase of \$3.25. Current rate of contract is \$65.00 an hour.

Upon motion duly made, seconded, and passed unanimously, the Board approved the 2023 increase from Protec at a increased rate of \$68.25/ hour, and request Management obtain 3 bids for maintenance contracts to review in January.

**518 San Nicholas  
Roof Repairs**

The Board reviewed the bid from Antis Roofing for necessary roof repairs at 518 San Nicholas. The proposed work includes single removal and replacement, siding, trim removal and replacement, and chimney cap rehab for a cost of \$8,920.

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid from Antis for the necessary roof repairs at a cost of \$8,920.

**Common Area Fence  
Repair**

The Board reviewed the bid from Protec to repair the common area fencing at a cost of \$3,572.

Upon motion duly made, seconded, and passed unanimously, the Board approved the bid submitted by Protec for a cost of \$3,572.

**Homeowner Requests  
Santa Rosa Pool Slope**

The Board reviewed the correspondence regarding the Santa Rosa Pool Upper Slope.

**Insurance/ Eucalyptus  
Trimming Fire Mitigation**

The Board reviewed the correspondence submitted by the homeowner at 420 San Nicholas. The Board request Management obtain correspondence from Park West in the condition of the eucalyptus trees at their current state, in relation to our current restricted watering mandate, and if the trimming of the eucalyptus should be moved up.

**Board Member Requests  
Notice and Committees**

The Board discussed the current committees and chairs. The Board requests Management email blas the community asking for any willing volunteers for committees.

**2023 Meeting Dates  
Confirmed**

The Board reviewed the 2023 meeting dates. Management will review the calendar for a rescheduled date of the December Board Meeting.

**Management Report:**

The Board reviewed the management reports and correspondence.

**ANNOUNCEMENT**

The next General Session meeting of the Board of Directors is scheduled for January 23, 2023 at Powerstone Property Management.

THE TERRACE AT CANYON HILLS  
MEETING OF THE BOARD OF DIRECTORS  
GENERAL MEETING MINUTES  
November 28, 2022

---

ADJOURNMENT

With no further business, the general session meeting was adjourned at 8:25pm.

ATTEST

ANN MARIE MCKAY  1/23/2023  
Name Signature Date