

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
March 27, 2023**

- NOTICE** The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday, March 27, 2023 at 7:00pm 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.
- PRESENT** **Directors Present:** Ann Marie McKay, President
Frank Aronoff, Secretary
Wiam Elbettar, Vice President via Microsoft Teams
Brian Greenwald, Member at Large
Caitlin Reyna, Treasurer
- Directors Absent:** None
- Powerstone:** Kylie Decker, CCAM, Director of Community Management
- CALL TO ORDER** Meeting was called to order at 7:10pm by Board President, AnnMarie McKay.
- ANNOUNCEMENTS** Management advised that Executive Session Meeting was held prior to the General Session Meeting on March 27, 2023.
- INSURANCE UPDATE** The Board approved the 2023-2024 insurance renewal as submitted by Brian Berg insurance at the special meeting held on Wednesday, February 22, 2023 at 2pm. No further action at this time.
- HOMEOWNER FORUM** There were eleven (11) homeowners present to discuss the following:
- Parking Rules
 - Pool Status
 - Landscape Drip Lines
 - Ceiling Cracks
 - Budget
 - Roof Repairs
 - Umbrellas
 - Insurance
- COMMITTEE REPORTS**
- Maintenance: Wiam Elbettar, Kimberly Pundir, and Johannes Marler*
- Architectural: Evelyn Saunders, Steven Telish, and Wiam Elbettar*
- MINUTES** The Board reviewed the minutes dated February 22, 2023 and February 27, 2023.
- Upon motion duly made, seconded, and passed unanimously, the Board approved the February 22, 2023 and February 27, 2023 general session minutes as prepared by Powerstone Property Management.
- FINANCIALS** The Board reviewed the financials dated February 2023.

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As of the February 28, 2023, Financial Statement, the Operating Account reflects a year-to-date revenue of \$1,033,657.20 and a year-to-date expenditure of \$627,471.01 before the reserve contribution.

The Association also contributes \$48,400.00 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 February 28, 2023 are \$1,985,494.39. Total Accounts Receivables as of February 28, 2023 are \$3,301.79.

Upon motion duly made, seconded, passed unanimously, the Board approved the February 2023 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.

The Board reviewed the utility bills and noted that there was a spike in the 200 Circle and 600 Circle in electricity utility bills. Upon motion duly made, seconded, passed unanimously, the Board approved to have Management issue the electricity usage notices to the 200 circle and 600 circle.

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

1. Invest \$250k for 3 months at the best rate
2. Invest \$250k for 3 months at the best rate
3. Invest \$100k for 6 months at the best rate
4. Open another Money Market Account with Morgan Stanley with \$300k
5. Leave \$300k in the current Money Market Account due to upcoming projects

RESOLUTION TO RECORD LIEN Upon motion duly made, seconded, and passed unanimously, the Board approved the resolution to lien on acct #C481-00119-01.

INVOICE RATIFICATION The Board reviewed the following invoices for ratification:

- 1) None at this time.

NEW BUSINESS
2023-2024 Draft Budget

The Board reviewed the 2023-2024 draft budget as prepared by Management reflecting a 20% increase to assessments. Upon motion duly made and seconded the Board approved the draft budget reflecting no increase in assessments. 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. The Board to revisit a mid-year increase in late 2023.

Adoption of Water Intrusion Policy The Board reviewed the homeowner correspondence regarding the draft water intrusion policy. Upon motion duly made and seconded, and passed unanimously, the Board approved the draft water intrusion policy. Management to obtain clean version from legal to have posted and email blasted.

Architectural Application Upon motion duly made, seconded, and passed unanimously, the Board denied the architectural application for 301 SNC based on the ARC recommendations.

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- Audit & Tax Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the audit and tax bid as submitted by Inouye, Shively, and Klatt at a CNTE \$1,500.00.
- Drainage Repair Discussion Upon motion duly made, seconded, and passed unanimously, the Board approved the bid as submitted by American Geotechnical to review and provide a drainage evaluation for the area behind 500-505 SNC at a CNTE \$1,800.00.
- Drywall Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board tabled the drywall repair bid at 315 SNC due to a roof leak as submitted by Protec at a CNTE \$800.00.
- Landscape Bid - Controller Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid for the irrigation controller replacement near 400 SNC as submitted by Harvest Landscape at a CNTE \$11,091.97 and in accordance with Civil Code Section 5502 approve any transfer of funds associated with the disposition of the contract.
- Landscape Bid – Drip Line Upon motion duly made, seconded, and passed unanimously, the Board approved the bid for the drip system near the slope area behind 216 SRC as submitted by Harvest at a CNTE \$3,134.34.
- Parking Patrol Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the parking patrol bid as submitted by CSA Patrol at a CNTE \$145.00 per month. Management to issue a 30-day termination notice to Courtesy Patrol.
- Pest Control Bids Upon motion duly made, seconded, and passed unanimously, the Board approved the community wide pest control and rodent control bid as submitted by Animal Pest Management at a CNTE \$570.00. Management to issue a 30-day termination notice to Newport Exterminating.
- Plumbing Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the plumbing repair bid as submitted by Partners Plumbing for 629 SNC at a CNTE \$6,850.00. In addition, the Board approved the asphalt repair bid as submitted by TLG Paving at a CNTE \$1,200.00.
- Pool Furniture Bids Upon motion duly made and seconded, and passed unanimously, the Board approved the pool umbrella replacements from Costco (Atleisure 9ft Round Commercial Umbrella) at a CNTE \$179.99 plus taxes contingent upon the umbrella bases fitting the new umbrellas.
- Pool Plaster Start Up Bid Upon motion duly made and seconded, and passed unanimously, the Board approved the bid for pool service start up after the pool plastering project as submitted by Clear Expectations at a CNTE \$985.00.
- Re-Pipe List Discussion The Board discussed the re-pipe list as provided by Management. AmeriCal will be revisiting all the properties they completed to inspect the expansion pumps and replace if not previously installed at no cost to the HOA. Management requested a bid from Re-Pipe1 and once received, it will be provided to the Board and to attend the April meeting.

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- Roof Repair Bids
- Upon motion duly made and seconded, and passed unanimously, the Board approved the roof repair bid for 315 SNC as submitted by Lang Roofing at a CNTE \$855.00.
- Upon motion duly made and seconded, and passed unanimously, the Board tabled the roof repair bid for 606 SNC as submitted by Antis Roofing at a CNTE \$3,550.00. Management to obtain a second bid from Lang Roofing.
- Upon motion duly made and seconded, and passed unanimously, the Board approved the roof repair bid for 612 SNC as submitted by Lang Roofing at a CNTE \$624.00.
- Upon motion duly made and seconded, and passed unanimously, the Board tabled the roof repair bid for 622 SNC as submitted by Antis Roofing at a CNTE \$4,300.00. Management to obtain a second bid from Lang Roofing.
- Sea Crest Invoices
- The Board reviewed the invoices and correspondence with Management and Sea Crest Services for outstanding payment from 2018. Upon motion duly made, seconded, and passed unanimously, the Board denied payment for the outstanding invoices from 2018 as submitted by Seacrest Services totaling \$9,394.30 due to statute of limitations.
- Spa Drain & Re-Fill Bid
- Upon motion duly made, seconded, and passed unanimously, the Board tabled the spa drain and re-fill bid for both the upper and lower spa as submitted by Clear Expectations at a CNTE \$860.00.
- Termite Treatment Bid
- Upon motion duly made and seconded, and passed with Director Aronoff opposing, the Board approved the termite treatment bid for 518 SNC as submitted by Newport Exterminating at a CNTE \$945.00.
- Window Leak Repair Bid
- Upon motion duly made, seconded, and passed unanimously, the Board approved the window repair leak bid for 109 SRC as submitted by Protec at a CNTE \$1,000.00.
- Wood Repair & Painting
- Upon motion duly made, seconded, and passed unanimously, the Board tabled the wood matrix and budget number (\$853,975.00) for the community wide wood and paint project as submitted by Precision Painting. Management to obtain a revised bid to use hardy board.
- Homeowner Requests**
- 103 Santa Rosa
- The Board reviewed the correspondence from 103 Santa Rosa Court regarding the comments for the water intrusion policy. No further action at this time.
- 103 Santa Rosa
- The Board reviewed the correspondence from 103 Santa Rosa Court regarding Fenn Termite and Executive Session agendas and concerns of transparency. The Board determined to provide termite reports on an as needed basis and that the agenda will not be changed to include further information per civil code.
- 209 Santa Rosa
- The Board reviewed the correspondence from 209 Santa Rosa Court regarding the ground wire connection during the re-pipe. Management provided the homeowner the photos of the correct connection for the homeowner to inspect within their unit. No response has been provided to Management. No further action at this time.

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- 213 Santa Rosa The Board reviewed the correspondence from 213 Santa Rosa Court regarding the ceiling cracks within the unit. Management obtained a second bid from Calico Maintenance at a CNTE \$1,685.00. Upon motion duly made, seconded, and passed unanimously, the Board approved the bid as submitted by Calico Maintenance at a CNTE \$1,685.00. The Board approved the work because the Association completed prior crack repairs due to an Association component that resulted in faulty work.
- 219 Santa Rosa The Board reviewed the correspondence for 219 Santa Rosa Court regarding the ceiling cracks within the unit. Protec advised they appear to be from settling. Protec submitted a bid at a CNTE \$400.00 for repairs, however, the repairs cannot be warrantied as they will continue to reoccur. Upon motion duly made, seconded, and passed unanimously, the Board denied the proposal as submitted by Protec in the amount of \$400.00.
- 317 San Nicholas The Board reviewed the correspondence from 317 San Nicholas Court regarding the addition of adding signage and removing the one-way signage and painting arrows on the ground when people enter or exit on the 300 Circle. Upon motion duly made, seconded, and passed unanimously, the Board determined to table the decision until the community undergoes the asphalt repairs and slurry seal to address at that time.
- 415 San Nicholas The Board reviewed the correspondence from 415 San Nicholas Court regarding comments for the revised parking rules. The Board to re-review during the review of the parking rule revisions at the April meeting. No further action at this time.
- 420 San Nicholas The Board reviewed the correspondence from 420 San Nicholas Court regarding the addition of signage in the common areas from 317 SNC to 418 SNC that state "no dog walking or defecating permitted". Upon motion duly made, seconded, and passed unanimously, the Board determined that because it is common area, a sign is not permitted.
- 518 San Nicholas The Board reviewed the correspondence from 518 San Nicholas Court regarding the tree removal request. Park West Tree Care advised that upon inspection, the Eucalyptus appeared to be healthy with no pest or diseases visible. Upon motion duly made, seconded, and passed unanimously, the Board determined not to remove the Eucalyptus Tree behind 514 San Nicholas Court at this time as it is not in needed of removal per the arborist recommendations.
- 618 San Nicholas The Board reviewed the correspondence from 618 San Nicholas Court regarding the parking lines and for them to be expanded to properly fit a vehicle. Upon motion duly made, seconded, and passed unanimously, the Board determined to table the decision until the community undergoes the asphalt repairs and slurry seal to address at that time.

Board Member Requests

None at this time.

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 24, 2023 at Powerstone Property Management.

ADJOURNMENT

With no further business, the general session meeting was adjourned at 9:15p.m.

ATTEST

Ann Marie McKay Ann Marie McKay 4/24/2023
Name Signature Date