

**THE TERRACE AT CANYON HILLS
MEETING OF THE BOARD OF DIRECTORS
GENERAL MEETING MINUTES
January 23, 2023**

NOTICE

The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday, January 23, 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
Brian Greenwald, Member at Large

Directors Absent: Caitlin Reyna, Treasurer

Powerstone: Kylie Decker, CCAM, Director of Community Management

CALL TO ORDER

Meeting was called to order at 7:13pm by Board President, AnnMarie McKay.

ANNOUNCEMENTS

Management advised that Executive Session Meeting was held prior to the General Session Meeting on January 23, 2023.

INSURANCE UPDATE

The Board reviewed legal correspondence regarding the process of amending the CC&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. Legal counsel is in process of providing a CC&R amendment ballot for Board review.

The Association's insurance agent, Brian Berg and Kristina Hind, were present to provide an update for the membership. Discussion ensued about the renewal for February 26th and that the Association has not yet received back any renewal premiums. At this time, insurance has out over 60 applications for property coverage. The Board to hold a special meeting when the insurance is obtained.
No further action taken.

HOMEOWNER FORUM

There was 19 homeowners present to discuss the following:

- Antis Roofing Gutter Cleaning (Kudos)
- Holiday Tree Pick Up
- Committees
- Insurance
- Re-Pipe List/Project
- Wood and Paint Project
- Green Stick Policy Comments
- Security Cameras Policy Comments
- Harvest Landscape (Kudos)
- Maintenance Work
- Guest Parking
- Community Survey
- Water District Usage
- Termite Inspection
- Solar Panels

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COMMITTEE REPORTS

Landscape and Maintenance: N/A

Architectural: Evelyn Saunders and Steven Telish

Parking: Sheila Deakin, Steven Telish, and Giovanna Fazio

Financer: Caitlin Reyna (not present to discuss)

MINUTES

The Board reviewed the minutes dated November 28, 2022.

Upon motion duly made, seconded, and passed unanimously, the Board approved the minutes dated November 28, 2022.

FINANCIALS

The Board reviewed the financials dated November and December 2022.

As of the December 31, 2022, Financial Statement, the Operating Account reflects a year-to-date revenue of \$806,374.11 and a year-to-date expenditure of \$486,966.60 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 December 31, 2022 are \$1,722,584.25. Total Accounts Receivables as of December 31, 2022 are \$9,518.30.

Upon motion duly made, seconded, passed unanimously, the Board tabled the November and December 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 #00119-01.

INVOICE RATIFICATION

The Board reviewed the following invoices for ratification:

- 1) City Service Paving - \$850.00
- 2) Antis Roofing (606 SNC) - \$2,865.00
- 3) Antis Roofing (615 SNC) - \$1,600.00
- 4) Antis Roofing (629 SNC) - \$6,730.00

Upon motion duly made, seconded, the Board approved the above invoices to be paid as submitted.

NEW BUSINESS

Drainage Repair Bid

Upon motion duly made, seconded, and passed with Director McKay recusing herself, the Board approved to ratify the bid for repairs to the rear drainage in the 100 Circle as previously approved by the Board due to urgency as submitted by Partners Plumbing at a CNTE \$3,375.00.

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- 115 SRC – Landscape Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the bid for plant installation near 115 Santa Rosa Court slope as submitted by Harvest Landscape at a CNTE \$473.20.
- 120 SRC – Arch App Upon motion duly made, seconded, and passed unanimously, the Board tabled the architectural application for 120 Santa Rosa Court for the window and front door replacement pending the findings from the Architectural Committee.
- 413 SNC – Ext Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid for exterior wood repairs as submitted by Protec at a CNTE \$1,300.00. The Board is reviewing a community wide wood siding repair and painting project to address exterior repairs. The Board to only address active termites at this time.
- 502 SNC – Ext Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid for exterior wood repairs as submitted by Protec at a CNTE \$650.00. The Board is reviewing a community wide wood siding repair and painting project to address exterior repairs. The Board to only address active termites at this time.
- 507 SNC – Ext Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the bid for exterior repairs due to a prior water leak as submitted by Protec for the exposed hole only, not the exterior siding. The Board is reviewing a community wide wood siding repair and painting project to address exterior repairs. The Board to only address active termites at this time.
- 518 SNC – Int Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the bid for the interior repairs due to a prior water leak as submitted by Protec at a CNTE \$800.00.
- 518 SNC – Ext Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid for the exterior termite repairs as submitted. The Board is reviewing a community wide wood siding repair and painting project to address exterior repairs. The Board to only address active termites at this time.
- 615 SNC – Landscape Bid Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid to install a vine on the backwall behind 615 San Nicholas as submitted by Harvest Landscape at a CNTE \$140.00 due to concerns of the water district's watering restrictions.
- 629 SNC – Int. Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the bid for the interior repairs due to a prior water leak as submitted by Protec at a CNTE \$1,300.00.
- Committee Volunteers The Board reviewed the resident request to join a committee.
- Upon motion duly made, seconded, and passed unanimously, the Board approved to appoint the following residents to the following committees:
- **Architectural** - Evelyn Saunders, Steven Telish, and Wiam Elbettar
 - **Maintenance** - Wiam Elbettar, Kimberly Pundir, and Johannes Marler
 - **Parking** - Sheila Deakin, Steven Telish, and Giovanna Fazio
 - *Parking committee to provide a committee charter*
 - **Finance** – Caitlin Reyna, Kimberly Pundir, and Sheila Deakin

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- **Landscape** – None at this time.

Green Stick Policy - Adopt	<p>The Board reviewed the homeowner correspondence regarding the draft green stick policy.</p> <p>Upon motion duly made and seconded, and passed unanimously, the Board determined to table the adoption of the green sticky policy as part of the Association documents until a full Board is present to review.</p>
Security Camera Policy - Adopt	<p>The Board reviewed the homeowner correspondence regarding the draft security camera policy.</p> <p>Upon motion duly made and seconded, and passed unanimously, the Board approved to adopt the security camera policy as part of the Association documents.</p>
Insurance Renewal	<p>The Association's insurance agent, Brian Berg and Kristina Hind, were present to provide an update for the membership. Discussion ensued about the renewal for February 26th and that the Association has not yet received back any renewal premiums. At this time, insurance has out over 60 applications for property coverage. The Board to hold a special meeting when the insurance is obtained. No further action taken.</p>
Monthly Maintenance Bids	<p>Upon motion duly made, seconded, and passed unanimously, the Board determined to continue with the current contract with ProTec.</p>
Re-Pipe List Discussion	<p>Upon motion duly made, seconded, and passed unanimously, the Board determined to proceed with the next unit on the list: 518 San Nicholas Court.</p>
Sea Crest Invoices	<p>The Board reviewed the invoices and correspondence with Management and Sea Crest Services for outstanding payment from 2018.</p> <p>Upon motion duly made, seconded, and passed unanimously, the Board determined to have Management investigate the outstanding invoices from 2018 as submitted by Seacrest Services totaling \$9,394.30 further. Director Aronoff provide documents from 2020 indicating prior approval of payment, but checks never cashed.</p>
Upper Slope Geotech	<p>The Board reviewed the revised report from the Geotech regarding the upper slope. The report has also been provided to California Cover HOA. No further action taken.</p>
Water Intrusion Policy	<p>The Board reviewed the proposed draft water intrusion policy for the HOA as drafted by legal counsel.</p> <p>Upon motion duly made and seconded, and passed unanimously, the Board approved the proposed water intrusion policy. Management to provide for the 28-day review period.</p>
Wood Repair & Painting	<p>Erik Murry from Precision Painting was present to discuss community wide wood repairs and painting. Discussion ensued about how the Board would like to proceed within a budget.</p>

