

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

NOTICE	The Regular Session meeting of the Terrace and Canyon Hills Homeowners Association Board of Directors was held on Monday, February 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 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 7:02pm by Board President, AnnMarie McKay.
ANNOUNCEMENTS	Management advised that Executive Session Meeting was held prior to the General Session Meeting on February 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 15 homeowners present to discuss the following: <ul style="list-style-type: none">• Parking Rules• Safe Listing Rules• HO3 Insurance Policy• Maintenance• Roof Leak Matter• Survey Results• Tree Maintenance• Insurance Meeting & Notice• Financials in Meeting Minutes• Pool Furniture• Ceiling Crack Request• REPIPE
COMMITTEE REPORTS	<i>Landscape: N/A</i> <i>Maintenance: Wiam Elbettar, Kimberly Pundir, and Johannes Marler</i> <i>Architectural: Evelyn Saunders, Steven Telish, and Wiam Elbettar</i> <i>Parking: Sheila Deakin, Steven Telish, and Giovanna Fazio</i> <i>Finance: N/A - Upon motion duly made, seconded, and passed unanimously, the Board determined to disband the finance committee.</i>

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MINUTES

The Board reviewed the minutes dated January 23, 2023.

Upon motion duly made, seconded, and passed with Director Reyna abstaining, the Board approved the minutes dated January 23, 2023.

FINANCIALS

The Board reviewed the financials dated November 2022, December 2022, and January 2023.

As of the January 31, 2023, Financial Statement, the Operating Account reflects a year-to-date revenue of \$924,778.94 and a year-to-date expenditure of \$559,103.76 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 January 31, 2023 are \$1,768,961.25. Total Accounts Receivables as of January 31, 2023 are \$3,578.68.

Upon motion duly made, seconded, passed unanimously, the Board approved the November 2022, December 2022, and January 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.

Upon motion duly made, seconded, and passed unanimously, the Board approved the resolution to lien on acct #C481-00310-01.

INVOICE RATIFICATION

The Board reviewed the following invoices for ratification:

- 1) Alan Smith Pool - \$7,469.00
- 2) Service Master Remediation - \$1,017.16

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

NEW BUSINESS

2023-2024 Insurance Bid

Upon motion duly made, seconded, and passed unanimously, the Board approved the 2023-2024 insurance renewal bid as submitted by Brian Berg Insurance at a CNTE \$359,853.72 and in accordance with Civil Code Section 5502 approve any transfer of funds associated with the disposition of the contract.

Adoption of Green Stick Policy

The Board reviewed the homeowner correspondence regarding the draft green stick policy. Upon motion duly made and seconded, and passed with Director Aronoff opposing, the Board approved the adoption of the green sticky policy as part of the Association documents.

Architectural Application

Upon motion duly made, seconded, and passed unanimously, the Board approved the architectural application variance for the six-pane front door for 120 Santa Rosa Court.

Upon motion duly made, seconded, and passed unanimously, the Board approved the architectural application variance for the obscured garage window glass for 120 Santa Rosa Court.

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Upon motion duly made, seconded, and passed unanimously, the Board denied the architectural application variance for the window replacement for 120 Santa Rosa Court as it must be like for like.

The Board determined to have the ARC provide proposed revisions to the architectural guidelines to update the garage window and front door guidelines. The front door needs to be a white solid door and the garage window can be obscured.

Balcony Railing Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board tabled the bid for repairs to the balcony railing at 518 SNC as submitted by Protec at a CNTE \$800.00.

Parking Committee Charter Upon motion duly made, seconded, and passed unanimously, the Board tabled the committee charter as submitted by the Parking Committee.

Upon motion duly made, seconded, and passed with Director Aronoff opposing, the Board determined to temporarily disband the parking committee at this time.

Draft Reserve Study Upon motion duly made, seconded, and passed unanimously, the Board approved the draft reserve study for 2023-2024 as submitted by Association Reserves.

Drywall Repair Bid Upon motion duly made, seconded, and passed unanimously, the Board approved the bid for the garage ceiling repairs due to a prior water leak at 615 SNC as submitted by Protec at a CNTE \$800.00.

Landscape Bids Upon motion duly made, seconded, and passed unanimously, the Board approved the following landscape bids as submitted by Harvest Landscape:

- Bid #104512 - Compostable Dog Waste Bags - \$129.98
- Bid #104245 – Near 516/519 SNC Edging - \$635.00

Upon motion duly made, seconded, and passed unanimously, the Board denied the following landscape bids as submitted by Harvest Landscape:

- Bid #104164 – Upper Pool Planting - \$186.96
- Bid #103377 – Across from 600 SNC Planting - \$656.14
- Bid #103379 – Across from 628 SNC Planting - \$572.40
- Bid #103383 – Near 322 SNC Planting - \$665.60
- Bid #103376 – Near 500 SNC Planting - \$263.00
- Bid #103386 - Across from 213 SRC Planting - \$490.42
- Bid #103387 - Across from 216 SRC Planting - \$118.93
- Bid #98536 – HOA Slope Tree Limb Removal - \$2,035.00
- Bid #103895 – Near 216/223 SRC Planting - \$900.00
- Bid #103376 – Near 500 SNC Planting - \$263.00

The Board is not proceeding with additional planting at this time due to the Water District's watering regulations.

Parking Rules Discussion Upon motion duly made, seconded, and passed unanimously, the Board approved the proposed parking rule changes. Management to provide for posting and membership review.

Pest Control Bids The Board discussed how the Association has three vendors for pest control: termite, rodent, and general pest. Upon motion duly made, seconded, and passed

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unanimously, the Board determined to table the bids and have Management request a full-service bid from both Animal Pest Management and Newport Exterminating.

- Pool Furniture Discussion The Board discussed the condition of the pool furniture in both pool areas. At the February landscape walk, all pool furniture was reviewed, and it was determined that they are all in need of replacement as opposed to repairs. Upon motion duly made, seconded, and passed unanimously, the Board determined to have Management research pool furniture replacements from Costco or Lowe's, including umbrellas, chaise lounges, tables, and chairs.
- Roof Repair Bids Upon motion duly made and seconded, and passed unanimously, the Board approved to ratify the following roof repair bids:
- 209 SRC – Lang Roofing - \$275.00
 - 609 SNC – Antis Roofing - \$8,240.00
 - 612 SNC – Antis Roofing - \$6,135.00
- 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 tabled the outstanding invoices from 2018 as submitted by Seacrest Services totaling \$9,394.30. The Board directed Management to obtain a legal opinion from Association counsel regarding statute of limitation for payment.
- Termite Repair Bids Upon motion duly made and seconded, and passed unanimously, the Board table the termite repair bid for 617 SNC as submitted by Fenn Termite at a CNTE \$6,000.00.
- Window Ledge Repair Bid Upon motion duly made and seconded, and passed unanimously, the Board tabled the window ledge repair bid for 302 SNC as submitted by Protec at a CNTE \$400.00.
- Wood Repair & Painting The Board discussed that Precision Painting is to proceed with the probing inspection of one unit to gage the condition of the exterior wood areas. Precision Painting to provide their findings to the Board at the March meeting. No further action at this time.
The Board is not proceeding with additional wood repairs at this time due to the pending community wide project for wood repairs and painting.
- Homeowner Requests**
- 213 Santa Rosa The Board reviewed the correspondence from 213 Santa Rosa Court to repair the cracks within the living room ceiling. Protec advised it is from building settling. Upon motion duly made, seconded, and passed unanimously, the Board determined to table the homeowner request from 213 SRC to repair the ceiling cracks. The Board directed Management to reach out to a drywall vendor to provide a secondary opinion.
- 223 Santa Rosa The Board reviewed the correspondence from 223 Santa Rosa Court to replace the mulch in the landscape areas with rocks. Upon motion duly made, seconded, and passed unanimously, the Board determined to deny the homeowner request to replace the mulch in the landscape areas with rocks.
- 514 San Nicholas The Board reviewed the correspondence from 514 San Nicholas Court to remove the large Eucalyptus tree near the unit. Harvest Landscape submitted a bid at a CNTE \$5,750.00 for the removal. Upon motion duly made, seconded, and passed

