

THE TERRACE AT CANYON HILLS HOMEOWNERS' ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
DECEMBER 19, 2025
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 Friday, December 19, 2025 at 12:30 P.M. at PMG's Office located at 65 Enterprise, 3rd Floor Conference Room, Aliso Viejo, CA 92656 and by Zoom.
- PRESENT** Dallis Nicole Cavallaro, President
Kyle Schneider, Vice President
Marissa Meyer, Secretary
Christopher Jay Rugayan Torres, Treasurer
Brian Greenwald, Director

Kameron Thissell, Platinum Management Group
- ABSENT** None
- CALL TO ORDER** The meeting was called to order at 12:31 P.M. with quorum of the Directors present.
- OPEN FORUM** There were four (4) homeowners present at the meeting. Topics discussed were tree removal, street repair, solar panels, special meeting with Brian Berg, parking, tree trim.
- EXECUTIVE SESSION DISCLOSURE** In accordance with the California Civil Code 4935(e), an executive session Board Meeting was held before the regular session Board Meeting on December 19, 2025 and the following topics were reviewed:
A. Approval of the November 21, 2025 Meeting Minutes
B. Hearing Notices
C. Delinquency Report
- TREASURER'S REPORT** As of the November 30, 2025 Financial Statement, the Operating Account reflects year-to-date revenue of \$775,192.95 and a year-to-date expenditure of \$578,867.19.

The association also contributes \$54,500.00 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 November 30, 2025 are \$487,847.13.

Total Accounts Receivables as of November 30, 2025 are \$51,413.15.
- CONSENT CALENDAR** The Board of Directors reviewed the consent calendar below.
A. Approval of the November 21, 2025 Board Meeting Minutes. Following review and discussion, it was the general consent of the Board of Directors to table until January so that edits can be made.

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- B. Acceptance of the November 30, 2025 Financials. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve the financials as presented. The motion passed unanimously.
- C. Ratification – Plant installation at 120 San Nicholas in the amount of \$90.00. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve plant installation. The motion passed unanimously.

NEW BUSINESS

- A. Tax and Audit Proposals
The Board of Directors reviewed proposals submitted by Inouye, Shivley, Klatt, and McCorvey in the amount of \$3,000.00 and Newman Certified Public Accountant in the amount of \$5,000.00. Following review and discussion a motion was made by Dallis Cavallaro and seconded by Marissa Meyer to approve Newman Certified Public Accountant's proposal as presented. The motion passed unanimously.
- B. Monument Sign Plant Installation Proposal
The Board of Directors reviewed proposals submitted by South County Landscape to install plants at the monument sign on El Toro in the amount of \$1,295.00. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to deny the planting. The motion passed unanimously.
- C. Pest Control Proposals
The Board of Directors reviewed proposals submitted by Animal Pest Management, PurCor Pest Solutions, and Newport exterminating. Following review and discussion, a motion was made by Kyle Schneider and seconded by Dallis Cavallaro to approve Newport Exterminating's proposal in the amount of \$364.00 a month. The motion passed unanimously.
- D. Gutter Repair Proposal
The Board of Directors reviewed a proposal submitted by Jim Murray Roofing to install 20 LN Ft of damaged gutter at 627 San Nicholas in the amount of \$1,595.00. Following review and discussion, it was the general consent to table the proposal until January's meeting.
- E. Seasonal Cleaning Proposal
The Board of Directors reviewed a proposal submitted by Personal Touch Cleaning to perform the seasonal cleaning. Following review and discussion, it was the general consent of the Board of Directors to table until March.
- F. Roof Maintenance / Inspection Closure Package
The Board of Directors reviewed the roof maintenance inspection closure package submitted by Jim Murray Roofing with the finding of the inspection done in November 2025. Following review and discussion, it was the general consent of the Board of Directors to take no action.

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G. Grill Repair Proposal

The Board of Directors reviewed proposals submitted by Pro Grill to repair and clean the lower pool grill in the amount of \$2,76.17 and the upper grill in the amount of \$2,185.86 for a total cost of \$4,946.03. Following the discussion, it was the general consent of the Board of Directors to take table until January.

H. FireWise and Landscape Charter Reviews

The Board of Directors reviewed the FireWise and Landscape Charters that the Board completed. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve as presented. The motion passed unanimously

I. Board / Management & Homeowner Request & Comments

1. Skylight Discussion – Following review and discussion, it was the general consent of the Board of Directors to table until January.
2. Water Valve Discussion – Following review and discussion, it was the general consent of Board of Directors to take no action.
3. 223 Santa Rosa reimbursement in the amount of \$500.00. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve the reimbursement.
4. 510 San Nicholas' Parking safelist request. Following review and discussion, it was the general consent of Board of Directors to deny.
5. 619 San Nicholas – Homeowner Issues. Following review and discussion, it was the general consent of the Board of Directors to take no action.

**NEXT BOARD
MEETING**

The next board meeting will be held on January 16, 2025.

ADJOURN

There being no further business, the meeting was adjourned at 2:11 P.M.

**THESE MINIUTES WERE APPROVED BY THE BOARD OF DIRECTORS ON JANUARY 16,
2026 MEETING**