

THE TERRACE AT CANYON HILLS HOMEOWNERS' ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
NOVEMBER 21, 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, November 21, 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 12:33 P.M. with quorum of the Directors present.
- OPEN FORUM** There were six (6) homeowners present at the meeting. Topics discussed were solatube installation and a request for a more detailed agenda.
- 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 November 21, 2025 and the following topics were reviewed:
- A. Approval of the October 17, 2025 Meeting Minutes
 - B. Hearing Notice
 - C. Legal
 - D. Homeowner Request
 - E. Delinquency Report
- TREASURER'S REPORT** As of the October 31, 2025 Financial Statement, the Operating Account reflects year-to-date revenue of \$648,543.76 and a year-to-date expenditure of \$480,777.46.
- 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 October 31, 2025 are \$433,345.64.
- Total Accounts Receivables as of August 28, 2025 are \$49,998.85.

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**CONSENT
CALENDAR**

The Board of Directors reviewed the consent calendar below.

- A. Approval of the October 17, 2025 Board Meeting Minutes. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve the minutes as presented. The motion passed unanimously.
- B. Acceptance of the October 31, 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. Ratifications for Approval
 1. Lower Spa drain and refill due to fecal matter - \$185. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve as presented. The motion passed unanimously.
 2. 304 San Nicholas Repipe - \$9,435.00
 3. 225 Santa Rosa Repipe - \$9,435.00
 4. 619 Termite Treatment - \$475.00
 5. Ann Marie Website Reimbursement - \$348.00Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve the items 1 – 5. The motion passed unanimously.

NEW BUSINESS

A. Committee Formation

The Board of Directors held a discussion and vote to create the following committees:

1. FireWise Committee – Appoint Marissa as the Board Liaison and appoint Ann Marie as the Chair. Following review and discussion, it was the general consent of the Board of Directors to approve this committee.
2. Landscape Committee – Appoint Dallis as the Chair and Board Liaison and appoint Jamie, Jess, Marlene and Rebecca as members to the committee. Following review and discussion, it was the general consent of the Board of Directors to approve this committee.
3. Finance Committee – After review and discussion, it was the general consent of the Board of Directors to table a committee and ask for more volunteers before formation.

B. Roof Repair Proposals

The Board of Directors reviewed proposals submitted by Jim Murray Roofing, Superior Roofing, and Antis Roofing as follows:

1. 511 San Nicholas deck and detached garage roof. Following review and discussion, it was the general consent of the Board of Directors to table until December's meeting to seek additional proposals.
2. 620 San Nicholas Skylight repair. Following review and discussion, a motion was made by Kyle Schneider and seconded by Dallis Cavallaro to approve Antis Roofing in the amount of \$2,187.00. The motion passed unanimously.

C. Tax and Audit Proposals

The Board of Directors reviewed proposals submitted by Inouye, Shively, Klatt and McCovey and Newman Certified Public Accountant to perform the

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Fiscal year end Audit and Taxes for May 31, 2025. Following review and discussion, it was the general consent to table the proposals until December's meeting to seek clarification as to the scope of the proposals.

D. Retaining Wall Inspection Proposal

The Board of Directors reviewed proposals submitted by Ideate Design-Build and Retrofit1 to inspect the retaining waffle wall. Following review and discussion, it was the general consent to table the proposals until December's meeting.

E. Plumbing Repair and Inspection Proposals

The Board of Directors reviewed proposals submitted by Severson Plumbing, Partners Plumbing, and 4-Star Plumbing for inspections and repairs as follows:

1. Landscape Drain Inspection & Hydro Jetting main artery drains only.
Following review and discussion, a motion was made by Kyle Schneider and seconded by Dallis Cavallaro to approve the proposal submitted by 4-Star Plumbing in the amount of \$3,720.00. The motion passed unanimously.
2. Pressure Regulator and Shut off Valve Testing. Following review and discussion, a motion was made by Kyle Schneider and seconded by Dallis Cavallaro to approve the proposal submitted by Partners plumbing in the amount of \$1,450.00 for pressure regulators only. The motion passed unanimously.
3. 320/321 San Nicholas Permanent Repair Severson in the amount of \$10,840.00. Following review and discussion, it was the general consent of the Board of Directors to table until December to get proposals from 4-Star Plumbing.

F. Termite Treatment Proposal – 115 Santa Rosa

The Board of Directors reviewed a proposal submitted by Fenn Pest Management to treat the attic for termites at 115 Santa Rosa in the amount of \$695.00. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve the proposal and check warranty. The motion passed unanimously.

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 to get additional proposals.

H. Pool Repair & Replastering Proposals

The Board of Directors reviewed proposals submitted by CE Pools for repair and replastering as follows:

1. New Pool signs at each pool in the amount of \$216.00. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve the proposal as presented. The motion passed unanimously.

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2. 2 New Skimmers at upper pool and spa in the amount of \$296.00.
Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Brian Greenwald to approve the proposal as presented. The motion passed unanimously.
3. Lower Pool Backwash Piston Assembly in the amount of \$262.00.
Following review and discussion, a motion was made by Kyle Schneieder and seconded by Dallis Cavallaro to approve the proposal as presented. The motion passed unanimously.
4. Pool Replastering lower pool and spa in the amount of \$29,698.00.
Following review and discussion, it was the general consent of the Board of Directors to table until January to get additional proposals for the lower spa only.
5. Pool Replastering upper pool and spa in the amount of \$35,537.00.
Following review and discussion, it was the general consent of the Board of Directors to deny the proposal as presented.

I. Pest Control Updated Contract

The Board of Directors reviewed a proposal submitted by Animal Pest Management to change the contract to Rodent Control only in the amount of \$500.05 per month. Following review and discussion, it was the general consent of the Board of Directors to table until December to get additional proposals.

J. Board / Management & Homeowner Request & Comments

1. Outstanding Invoices – ProTec Discussion regarding invoice balance of \$1,582.47. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Christopher Jay Torres to approve the request as presented. The motion passed unanimously.
2. 210 Santa Rosa – Request to paint siding. Following review and discussion, it was the general consent of Board of Directors to table until December to get additional information and proposals.
3. 619 San Nicholas – Homeowner Issues. Following review and discussion, it was the general consent of the Board of Directors to take no action.

K. Tree Removal update Proposal

The Board of Directors reviewed a revised tree proposal from South County in the amount of \$8,400.00 with a map included. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve the proposal as presented. The motion passed unanimously.

L. Annual Calendar Review

The Board of Directors reviewed the annual calendar. Following review and discussion, it was the general consent of the Board of Directors to request insurance quote.

**NEXT BOARD
MEETING**

The next board meeting will be held on December 19, 2025.

ADJOURN

There being no further business, the meeting was adjourned at 2:08 P.M.

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**THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE JANUARY 16, 2026
MEETING**