

THE TERRACE AT CANYON HILLS HOMEOWNERS' ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JANUARY 16, 2026
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, January 16, 2026 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

Kameron Thissell, Platinum Management Group
- ABSENT** Brian Greenwald, Director
- CALL TO ORDER** The meeting was called to order at 12:35 P.M. with quorum of the Directors present.
- OPEN FORUM** There were three (3) homeowners present at the meeting. Topics discussed were Agenda Minutes, Lower Hydro Jet and Mailboxes.
- 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 December 31, 2025 Financial Statement, the Operating Account reflects a year-to-date revenue of \$921,340.82 and a year-to-date expenditure of \$657,870.22.
- 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 December 31, 2025 are \$516,343.98.
- Total Accounts Receivables as of December 31, 2025 are \$37,466.12.
- 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, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve the minutes as amended. The motion passed unanimously.
 - B. Acceptance of the December 31, 2025 Financials. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle

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Schneider to approve the financials as presented. The motion passed unanimously.

C. The Board of Directors reviewed ratifications as follows:

1. 4 Star Plumbing Change Order - \$2,790.00
2. Landscape Proposals - \$720.00
3. Repipe 623 – Severson - \$9,000.00 + Permit
4. 404 Dry out – 1st Solutions – \$9,747.12

Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve all ratifications as seen above. The motion passed unanimously.

NEW BUSINESS

A. Plumbing Repair Proposal

The Board of Directors reviewed a proposal submitted by 4 Star plumbing to Hydro Jet the line at 321 San Nicholas Court to be able to produce a proposal for repairs in the amount of \$930.00. Following review and discussion, it was the general consent of the Board of Directors to take no further action as they will do the proposal when they are hydro jetting the lines community wide.

B. Roof Repair Proposals and Correspondence

The Board of Directors reviewed reports and proposals submitted by Jim Murray Roofing for water intrusion issues as follows:

1. 501 San Nicholas Court – Replace Leaking Frame to Window - \$1,995.00. Following review and discussion, it was the general consent of the Board of Directors to table the proposal and get another opinion.
2. 605 San Nicholas Court – Fixed Downspout – Free of Charge. Following review and discussion, it was the general consent of the Board of Directors to take no further action.
3. 613 San Nicholas Court – Roof Repair – Hand Carry. Following review and discussion, it was the general consent of the Board of Directors to table approval and request management for additional proposals.
4. 627 San Nicholas Gutter Repair – Hand Carry. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Kyle Schneider to approve the proposal submitted by Antis Roofing in the amount of \$1,466.00 but request that the liability waiver be changed. The motion passed unanimously.

B. Community Traffic Sign Replacement Proposal

The Board of Directors reviewed a proposal submitted by Signhouse to replace the directional signs throughout the community in the amount of \$1,125.00. Following review and discussion, a motion was made by Dallis Cavallaro and seconded by Marissa Meyer to approve the proposal as presented. The motion passed unanimously.

C. Board / Management & Homeowner Request & Comments

1. Approved Roofer Discussion – Following discussion, it was the general consent of the Board of Directors to use Jim Murray as the preferred roofer.
2. 507 San Nicholas – Green Stick Form – Following review and discussion, it was the general consent of Board of Directors to take no action on the form as they are automatically approved but have requested Management to make a Green Stick List for review.

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**NEXT BOARD
MEETING**

The next board meeting will be held on February 20, 2025.

ADJOURN

There being no further business, the meeting was adjourned at 2:04 P.M.

**THE BOARD OF DIRECTORS APPROVED THESE MINUTES AT THE FEBRUARY 23, 2026
MEETING**