

**UPPER TERRACE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**MINUTES  
April 6, 2017  
3312 N. YAGER WAY, WESTLAKE VILLAGE, CA**

**DRAFT**

**I. CALL TO ORDER/ROLL CALL**

The meeting was called to order by Christine Brown at 6:00 p.m.

Directors present:

President: Christine Brown

Roy Hanson: Treasurer

Secretary: Sue Palmer

Colleen Scott, President of Anchor Community Management Company

**II. APPROVAL OF MINUTES**

Roy moved that the minutes of the January 5<sup>th</sup> 2017 meeting be approved as read. Michael seconded the motion. The minutes were approved as read.

**III. GUEST**

Demetrios Xanthos, owner of SAX Insurance, gave an overview of all of the Upper Terrace insurance coverage. He answered questions as the Board has wanted more information upon which to base their decisions regarding the upcoming insurance renewals. The Board will hear from Pamella De Armas, of Silicon Beach Insurance, and Steve Reich of Farmers Insurance companies on May 17, 2017.

**IV. HOMEOWNER COMMENTS**

There were no guest homeowners in attendance.

**V. TREASURER'S REPORT**

The March 2017 treasurer's report was reviewed. The financial report shows \$111,826.96 in the operating account, \$11,946.38, in the reserve checking account, and \$11,833.38 in the Pacific Western Bank CD account. Roy stated that the CD matures in July and we will discuss renewing it in June.

**VI. BOARD BUSINESS**

**A. LANDSCAPE/TREES**

The Board will schedule a neighborhood walkthrough with Matthew, owner of Chateau Landscaping Company to review areas that may need planting and to assess trees for trimming next fall. A report of a capped irrigation line on Meadow Oak will be assessed by the irrigation technician and repairs not to exceed \$500.00 were authorized by the Board.

**B. 2016 YEAR END FINANCIAL REVIEW**

Roy moved to accept the Financial Review Report for 2016 prepared by Jimenez & Company. Michael seconded the motion. The Financial Report was unanimously approved.

**C. SECOND GENERATION ANTI-COAGULANTS**

The information from Thousand Oaks Public works Department urging homeowners to discontinue the use of anti-coagulant bait was discussed. Colleen will include mentioning this issue in Upper Terrace's next newsletter. We need to get information about alternatives that are effective.

**D.** Communication from Westlake Village Public Works Inspector Jeff Friedman regarding the removal of the debris from the rockslide adjacent to the sidewalk on Triunfo. Our landscape crew has taken care of the debris removal and creating space for any future slide activity.

**E. WEED ABATEMENT PROPOSAL**

A weed abatement proposal from Chateau Landscaping Company for \$4,800.00 was reviewed. Roy move to accept the proposal, Sue seconded the motion. The bid was unanimously approved. Weed abatement occurs in May before June 1.

**V. ADJOURNMENT TO EXECUTIVE MEETING**

The meeting was adjourned at 7:40 p.m.

The next meeting about insurance is Wednesday, May 17, 2017.

Next meeting date is Thursday, June 15, 2017.

Respectfully submitted,  
Christine Brown