

**Canyon Creek Homeowners Association  
Board of Directors Meeting Minutes  
October 13, 2003**

**CALL TO ORDER**

Upon due notice given and received President Shelley Armstrong announced that a quorum was present and called a meeting of the Board of Directors to order at 7:05 p.m. at 5 Vispera, Irvine, California.

**ATTENDANCE**

**Present:** Shelley Armstrong, President  
Larry Kroll, Secretary  
Gary Brenkman, Treasurer  
Phil Lisle, Director

Loraine Grove, Total Property Management

**Absent:** Gary Plooster

**HOMEOWNER FORUM**

A short question and answer period took place.

**RECESS**

A motion was made, seconded, and carried unanimously to recess to Executive Session at 7:35 p.m. to review a potential litigation issue.

**RECONVENE**

The board meeting was reconvened at 8:10 p.m.

**COMMITTEE REPORTS**

**Social:** Co-Chairperson Diane O'Keefe was present and briefly discussed the upcoming Halloween party scheduled for October 26, 2003.

**Monument Signs:** Chairperson Shelley Armstrong updated the Board. Keith Sanders agreed to check with the city to determine where the public right of way is located on the corner of Hicks Canyon and Yale.

**TREASURER'S REPORT**

Treasurer Gary Brenkman reviewed the current financial status. A motion was made, seconded, and carried unanimously to accept the July 30, 2003 financial statements and associated outstanding aging reports subject to review by the CPA at fiscal year end. A motion was made, seconded, and carried unanimously to roll over the C.D. at South Coast maturing 12/16/03 and the C.D. at First Bank maturing 11/28/03.

### **CONSENT CALENDAR**

A motion was made, seconded, and carried unanimously to approve the Consent Calendar, which consisted of the following:

- August 4, 2003 Executive Session Meeting Minutes subject to correction showing Phil Lisle as absent
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- Tax/Audit bid from Schonwit & Associates in the amount of \$845.00 for the fiscal year ending 12/31/03
- Leaving the speed bump on Sonrisa in place per survey results
- Ratification of appointment of Diane O'Keefe and Susie Mata as Co-Chairs of the Social Committee
- Annual fall over seeding of rye grass proposal from Park Landscape in the amount of \$1,550

### **DISCUSSION ITEMS**

#### **Homeowner Request – 35 Sonrisa**

Management informed the board that the bid to remove the diseased eucalyptus tree located on Hicks Canyon behind 35 Sonrisa had not yet been received. The board requested that the bid be revised to include a replacement tree with pricing for a 15 gallon tree, a 24" box tree and a 36" box tree. Management was directed to forward the bid to the board upon receipt.

#### **Winter Patrol Schedule**

A motion was made, seconded and carried unanimously to cancel the one hour patrol on Friday and Saturday nights effective immediately. Furthermore, management was directed to invite the owner of Securetec, Mark Leonetti, to attend the next meeting to discuss ways the association could better control the vandalism.

#### **Holiday Lights**

Management was directed to obtain a bid for installation of holiday lighting and to forward to the board upon receipt.

#### **Architectural Guidelines – Portable Toilets**

Due to the lack of time a motion was made, seconded, and carried unanimously to table this issue until the next meeting.

#### **Painting Proposals**

A motion was made, seconded, and carried unanimously to table until the sign committee finalizes their plans. It was noted that when the painting is done, the board would like to have all fencing painted the same color.

**Pool Repair Bid**

Management informed the board that the bid had not been received. A motion was made, seconded, and carried unanimously to table until the next meeting.

**Reserve Study**

A motion was made, seconded, and carried unanimously to approve revision 1 of the reserve study for the 2004 fiscal year.

**Budget**

After review of the proposed budget a motion was made, a motion was made, seconded, and carried unanimously to change the monthly funding for 5595 "Miscellaneous Landscape" to 0, for 7595 "Miscellaneous Common Area" to \$445.92 annually, resulting in monthly assessments per unit of \$119.00. The remaining operating expenses were approved including the management fee of \$1,675.00 a month effective January 1, 2004.

**ADJOURNMENT**

There being no further business to come before the board a motion was made, seconded, and carried unanimously to adjourn the meeting at 10:00 p.m.

The next scheduled Board meeting will be held on November 24, 2003 at 7:00 p.m. at 2 Rincon.