

**Canyon Creek Homeowners Association
Board of Directors Meeting Minutes
April 12, 2004**

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 7:10 p.m. at 17 Sonrisa, Irvine, California.

ATTENDANCE

Present: Shelley Armstrong, President
Dianne O'Keefe, Vice President
Larry Kroll, Secretary
Gary Brenkman, Treasurer

Loraine Grove, Total Property Management

Absent: Phil Lisle, Director

HOMEOWNER FORUM

There was no homeowner discussion as there were no owners other than board members present.

COMMITTEES

Architectural: Chairperson Gerry Roche was not present. Management reported that the committee would have a report ready for the Board for the June meeting regarding their recommendations for revisions to the architectural guidelines.

Entrance Upgrades: Gary Brenkman reported that the Board had approved the bid from Clarke Masonry for the stonework. As the lead time for the stonework is approximately 10 weeks, the committee is working on trying to get the signs installed prior to the stone installation.

Social: Chairperson Dianne O'Keefe reported that the Easter Egg Hunt was a success with a good turnout.

TREASURER'S REPORT

Financial Statements

Treasurer Gary Brenkman reviewed the current financial status. A motion was made, seconded, and carried unanimously to table the January 2004 financial statement and associated outstanding aging report, as Gary has not had the opportunity to review. A motion was made, seconded and carried unanimously to accept the February 2004 and the March 2004 financial statements and associated outstanding aging reports subject to review by the CPA at fiscal year end.

South Coast C.D.

A motion was made, seconded, and carried unanimously authorizing Gary Brenkman to research the C.D. rates and make the decision regarding re-investment of the C.D. maturing June 16, 2004.

2003 Audit

A motion was made, seconded, and carried unanimously to approve the audit as prepared by Schonwit & Associates, C.P.A. for the fiscal year ended December 31, 2003.

CONSENT CALENDAR

The February 9, 2004 General Session Meeting Minutes were removed from the Consent Calendar for corrections. It was noted that the architectural application for 17 Sonrisa was for a side window, not a light fixture and that the committee member for the Entrance Upgrade Committee is Larry Judd not Larry Kroll.

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

- February 9, 2004 Annual Meeting Minutes
- February 9, 2004 Organizational Meeting Minutes
- February 9, 2004 Executive Session Meeting Minutes
- Signature of Account Cards for Bank Accounts

DISCUSSION ITEMS

Repair of Sidewalk Expansion Joints

A motion was made, seconded and carried unanimously to approve the bid from Tom Jordan in the amount of \$450.00 to repair twelve areas identified in the common area sidewalks.

Irrigation Proposal

A motion was made, seconded, and carried unanimously to approve the proposal from Park West Landscape in the amount of \$1,261.50 to relocate the irrigation line along the rear perimeter fence from the top of the slope to the bottom of the slope to minimize the irrigation hitting the fence, with funding from the irrigation reserve fund.

Concrete Replacement – 5 Vispera

A motion was made, seconded, and carried unanimously to table a decision. It was noted that the owner might have removed a tree that may have contributed to the damage. Management was directed to contact the owner to obtain more information.

Replacement of Sand at Tot Lot

A motion was made, seconded, and carried unanimously to approve replacement of the tot lot sand at an amount no to exceed \$3,000 for a better quality “beach” sand.

Tree Trimming Bids

A motion was made, seconded, and carried unanimously to table a decision. It was noted that the bid from Park West did not include the Liquid Ambar, tristania and alder trees that were included on the other bids. Management is to determine if those trees are to be included in this tree trimming "rotation" as documented on the Association's tree trimming plan (copy to be provided to Board in the June Director's Report). If the trees are not to be included, management will inform the other vendors and obtain revised pricing. If they are to be included, management is to contact Park West and obtain revised pricing. Revised pricing as well as projected start/completion dates as well as the preferred time of year to do the trimming will be included in the June Director's Report.

Painting – Wrought Iron Fencing, Pool Cabana & Trellis, and Vehicle Gates

A motion was made, seconded, and carried unanimously to approve the bid from Ekim in the amount of \$9,618 from painting reserves. It was noted that there might be additional repairs due to the length of time since the original bids. The Entrance Upgrade Committee will decide the color the fences are to be painted at their April 24, 2004.

Surveillance Cameras

Gary Brenkman agreed to do some additional research and report back to the board. Based on the information the Board may agree to schedule a May meeting to discuss options.

Sign Proposal

A motion was made, seconded, and carried unanimously to approve the proposal from Eagle Signs in the amount of \$10,602 for three signs. This price includes installation but does not include tax and will be funded from reserves. Sign colors will be determined at the Entrance Upgrade Committee meeting on April 24, 2004, at which time the signs can be ordered.

ADJOURNMENT

There being no further business to come before the board a motion was made, seconded, and carried unanimously to adjourn the meeting at 8:45 PM to Executive Session to hold a hearing.

The next scheduled Board meeting will be held on May 10, 2004 at 7:00 p.m. at 5 Vispera.