

**Canyon Creek Homeowners Association
Board of Directors Meeting Minutes
June 14, 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 7:00 p.m. at 5 Vispera, Irvine, California.

ATTENDANCE

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

Loraine Grove, Total Property Management

Absent: None

HOMEOWNER FORUM

A short question and answer period was held.

COMMITTEES

Architectural

Committee members Keith Sanders and Michele Car were present to briefly discuss the proposed changes to the architectural guidelines. The Board agreed to meet separately with then on June 28, 2004, 7:00 p.m. at 5 Vispera to devote an entire meeting to the proposed changes. Shelley Armstrong agreed to notice the meeting in the newsletter. It was noted that once the Board and committee agree on the proposed changes, copies would be provided to the owners along with a notice indicating the date the changes will be voted on by the Board.

Entrance Upgrades

Sign: A motion was made, seconded, and carried unanimously to approve the bid from Eagle One in the amount of \$11,423.66 with payment in full up front.

Wall/Monument: It was noted that the revised proposal from Rick Ham included options for future work not approved at this time. After deducting these items a motion was made, seconded, and carried unanimously to approve an amount not to exceed \$22,380.00.

It was noted that these approvals supersede any previous approvals.

Social: Chairperson Dianne O'Keefe confirmed that the summer BBQ is scheduled for August 29, 2004 at 4:00 p.m.

TREASURER'S REPORT

Financial Statements

A motion was made, seconded, and carried unanimously to approve the January and April 2004 financial statements and outstanding aging reports.

South Coast C.D.

A motion was made, seconded, and carried unanimously to roll over the C.D. maturing June 16, 2004.

CONSENT CALENDAR

The February 9, 2004 General Session Meeting Minutes were removed from the Consent Calendar for corrections regarding the items listed on the architectural application for 2 Rincon.

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

- April 1, 2004 Executive Session Meeting Minutes
- April 12, 2004 General Session Meeting Minutes
- April 12, 2004 Executive Session Meeting Minutes
- April 24, 2004 Executive Session Meeting Minutes
- May 3, 2004 Executive Session Meeting Minutes
- June 3, 2004 Executive Session Meeting Minutes

DISCUSSION ITEMS

Patrol Service

The Board agreed to monitor the patrol service and discuss at the July 12, 2004 Board meeting.

Changing Gate Codes

A motion was made, seconded, and carried unanimously to change the pedestrian gate code to [REDACTED] and the vehicular gate code to [REDACTED].

Janitorial Bid for Pool Furniture Clean Up

A motion was made, seconded, and carried unanimously to approve the bid from Classic Kleen Janitorial and Maintenance dated June 9, 2004 in the amount of \$320.00 for cleaning of the pool furniture.

Landscape Bid for Additional Screening of Sand at Tot Lot

The board agreed to take no further action as they felt the residents had screened the sand at the time the glass was discovered and again by the landscaping crew.

Bid for Painting of Outside of Tennis Court Fencing

A motion was made, seconded, and carried unanimously directing management to obtain a bid to remove the wind screens, paint the tennis court fencing, and re-install the wind screen, with the work to be done in conjunction with the previously approved painting of the Hicks Canyon perimeter fence, pool fence, vehicular gate fence, and the entrance pedestrian gates.

Reserve Study Proposal

A motion was made, seconded, and carried unanimously to approve the bid from Foresight Financial Services dated May 28, 2004 in the amount of \$455.00 for an update of the reserve study.

Changing of Pool Hours

It was agreed to keep the current pool hours (7:00 am to 10:00 pm).

Spa Fence Repair

A motion was made, seconded, and carried unanimously to approve the bid from Orange County Fence dated May 17, 2004 in the amount of \$1,595 for repair of the wall and shepherd's hook adjacent to the spa. Upon completion of the repair management is to have the base of the wall planted with pyracantha.

Tree Trimming

Management was directed to have Treeco provide a map showing the location of all eucalyptus trees infected with lerp. In addition they are to provide a recommendation as to which trees should be trimmed during which season. It was noted that the trees at the Sonrisa East entrance drop berries that are messy. If possible these trees needs to be sprayed or trimmed so that they do not flower and drop the berries.

Community Letter

A motion was made, seconded, and carried unanimously to approve the draft of the letter to the community regarding the patrol service and vandalism as prepared by Shelley Armstrong.

Tabled

Due to insufficient time, the following items were tabled to the July 12, 2004 meeting: motor scooters, trespassing information, sidewalk repair bid adjacent to 5 Vispera, meter pedestal replacement, scheduling of insurance agent attendance at a meeting, rules and regulations revisions, and use of email.

ADJOURNMENT

There being no further business to come before the board a motion was made, seconded, and carried unanimously to adjourn the meeting at 8:50 PM to Executive Session to discuss legal issues, delinquencies and disciplinary items.

The next meeting will be held July 12, 2004 at 2 Rincon.