

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

No owners other than board members were present.

COMMITTEES

Architectural

The Board briefly discussed the revisions to the architectural review guidelines. Gary Brenkman will provide a clean copy of the proposed revisions to the Board so that they may vote on the language of the proposed revisions at the August meeting, prior to review by legal counsel.

Entrance Upgrades

The proposal from Rick Hamm for the walls has been signed and mailed to the vendor along with the deposit check. The signs have been ordered, and bids are being solicited for the new roofing material for the gatehouse. Roofing material is by Eagle Roofing Products, color # LHE8714 "Esmont Blend". Gate house is to be painted as follows: stucco walls and main fascia as well as interior walls to be Dunn Edwards "Birchwood" (SP51), accent fascia and wood siding behind the flower pot to the right of the door to be Dunn Edwards "Bison Beige" (SP134), door and wood trim under eave of roof to be Dunn Edwards White (SP1).

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

TREASURER'S REPORT

Financial Statements

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

DISCUSSION ITEMS (items from June 14, 2004 meeting)

Meter Pedestal Replacement

A motion was made, seconded, and carried unanimously to approve the bid from Three Phase Electric in the amount of \$2,200 for replacement of the meter pedestal located on Hicks Canyon to be funded from contingency reserves.

Scheduling of Insurance Agent at Board Meeting

Management was directed to invite the agent to attend the November meeting to discuss the renewal of the policy.

Rules and Regulations Revision

President Shelley Armstrong reported that she and Gary Brenkman are working on the revisions and will try to have ready for the board to vote on the proposed language at the August meeting.

Items Requiring Update Prior to August Meeting

Management was requested to keep the board informed on anything to do with the entrance upgrade project and the painting

DISCUSSION ITEMS (July 12, 2004 Addendum)

Tree Trimming

A motion was made, seconded, and carried unanimously to approve an amount not to exceed \$11,830 for tree trimming by Treeco Arborist per their proposals dated June 3, 2004 and July 2, 2004. It was noted that the three trees on Yale should be removed from the list as they are maintained by the City of Irvine. Furthermore, President Shelley Armstrong was authorized to review the eight trees recommended for removal and to notify management whether they should or should not be removed

Landscape Proposals

Pool Wall

A motion was made, seconded and carried unanimously to approve the proposal from Park West Landscape dated July 8, 2004 in the amount of \$595 to install seven 15 gal staked pyracantha outside the pool wall.

Tot Lot

A motion was made, seconded and carried unanimously to approve the proposal from Park West Landscape dated July 8, 2004 in the amount of \$514.50 to install bushes and ground cover in the area between the tot lot, tennis courts, and pool cabana.

Sonrisa East Wall

A motion was made, seconded and carried unanimously to approve the proposal from Park West Landscape dated June 23, 2004 in the amount of \$890.00 to remove the cape honeysuckle and replace it with Boston Ivy.

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 the contract with Master Protection Services.

The next meeting will be held August 9, 2004 at 2 Rincon.