

Canyon Creek Homeowners Association  
Board of Directors General Session Meeting Minutes  
October 25, 2004

**CALL TO ORDER**

Upon due notice given and received President Shelley Armstrong announced that a quorum was present and called the meeting to order at 7:00 pm 17 Sonrisa, Irvine, California.

**ATTENDANCE**

**Present:**

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

Loraine Grove, CCAM            Total Property Management

**Absent:**

None

**HOMEOWNER OPEN FORUM**

No owners were present other than Board members.

**COMMITTEES**

**Architectural**

Management informed the Board that a resignation letter had been received from Chairperson Gerald Roche. A motion was made, seconded, and carried unanimously to appoint Michele Carr as the new Chairperson and to appoint Mary Kroll as a new committee member. The committee now consists of Michelle Carr as Chairperson and Keith Sanders and Mary Kroll as committee members.

Management provided the Board with a list of applications addressed since the last meeting.

**Entrance Upgrade**

*Front Entry Lighting:*

A motion was made, seconded and carried unanimously to approve the bid number 3095 dated October 12, 2004 from Three Phase Electric in the amount of \$1,460 for re-design of the front entry lighting. Furthermore, an additional amount not to exceed \$540 was approved for the installation at the second entrance of up lighting for one of the trees. Management was instructed to have the vendor contact Gary Brenkman for specific direction. Funding for this item is to come from the lighting reserve fund.

*Tree Lighting:*

A motion was made, seconded, and carried unanimously to table a decision on bid number 3108 dated October 21, 2004 from Three Phase Electric in the amount of \$2,750 for additional tree lighting at the corner of Hicks Canyon and Yale due to concerns that the lighting might be a nuisance to the residents at 41 Sonrisa. Management was instructed to find out from the vendor if it was possible to "sample" the lighting. If so, Three Phase is to coordinate with Board member Gary Brenkman.

*Painting Proposal:*

A motion was made, seconded, and carried unanimously to approve the bid dated October 14, 2004, job number B04667-10, from SoCal an amount not to exceed \$1,000. It was noted that the fourteen

light posts along the park area are to be deleted and the gate controller boxes at each entrance are to be added. Funding for this item is to come from the painting reserve fund.

*New Entrance Sign for Posting Notices:*

Shelley Armstrong announced that the Committee is still working on this item. A status report will be provided at the next Board meeting.

*Removal of "Keep Right" Signs*

A motion was made, seconded and carried unanimously directing Management to have the "Keep Right" signs removed as well as the "15 1/2MPH" signs.

*Landscape Design:*

Committee Member Gary Brenkman presented a proposed design from the Entrance Upgrade Committee to the Board. A motion was made, seconded and carried unanimously directing management to obtain pricing for the proposal and to forward to the Board as soon as the pricing information is received.

**Social**

*Halloween Event:*

Co-Chair Dianne O'Keefe reported that the Halloween Event was a great success.

*Christmas Holiday Event:*

The Board agreed that no Christmas Holiday event would be held. The next event will be for Easter.

**TREASURER'S REPORT**

**September 30, 2004 Financial Statement & Outstanding Aging Report**

A motion was made, seconded and carried unanimously to accept the September financial statement and outstanding aging report subject to audit at the fiscal year end by the CPA.

**Reserve Study**

A motion was made, seconded and carried unanimously to approve revision 1 of the reserve study prepared by Foresight Financial Services showing recommending reserve funding of \$4,840.85 per month. Management was instructed to reallocate the reserve fund balances as indicated in the study as of the fiscal year end (December 31, 2004).

**Budget**

A motion was made, seconded, and carried unanimously to approve the proposed budget with the following changes, which will result in monthly assessments of \$129.00 per unit and includes a monthly management fee of \$1,742.00.

- increase the annual "social events" budget to \$1,000.00
- increase the annual "contract landscape service" budget to \$25,068.00
- decrease the annual "Misc Common Area" budget to \$2,919.00

**CONSENT CALENDAR**

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

- September 13, 2004 General Session Meeting Minutes
- September 13, 2004 Executive Session Meeting Minutes

**DISCUSSION ITEMS**

**Date to Turn off Pool Heater**

Management was directed to have the pool heater turned off during the pool vendor's next visit.

**Violation, Hearing and Fine Letters**

The Board reviewed the form letters currently used by Total Property Management, Inc. and made a few minor changes to the violation, which management agreed to make.

**Architectural Guidelines and Rules Handbook Revisions**

A motion was made, seconded and carried unanimously to table, as the comments from legal counsel had not yet been received.

**ADJOURNMENT**

A motion was made, seconded, and carried unanimously to adjourn the meeting at 8:50 PM to Executive Session to discuss contracts.