

Canyon Creek Homeowners Association  
General Session Meeting Minutes  
March 14, 2005

**CALL TO ORDER**

Upon due notice given and received President Shelley Armstrong called the meeting to order at 7:05 PM at 17 Sonrisa, Irvine, California.

**ATTENDANCE**

**Present:**

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

Lorraine Grove, CCAM      Total Property Management

**Absent:**

None

**HOMEOWNER OPEN FORUM**

No owners were present other than Board members.

**COMMITTEES**

**Architectural:** Chairperson Michele Carr was not present. Management provided the Board with a list of applications reviewed since the last meeting.

**Entrance Upgrade:** A motion was made, seconded and carried unanimously authorizing Shelley Armstrong to order two sign orders at total cost not to exceed \$200.00.

**Social:** Management was directed to notify the Social Committee that they could purchase new plastic storage containers for storage of supplies. It was noted that the cost would not come from their social budget.

**TREASURER'S REPORT**

A motion was made, seconded and carried unanimously to accept the January 2005 financial statement and outstanding aging report subject to audit at the fiscal year end.

A motion was made, seconded and carried unanimously to approve the audit for the fiscal year ended December 31, 2004 as prepared by Schonwit & Associates and to sign the client representation letter.

**CONSENT CALENDAR**

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

- January 17, 2005 General Session Meeting Minutes
- January 17, 2005 Executive Session Meeting Minutes
- February 7, 2005 Annual Meeting Minutes
- February 7, 2005 Organizational Meeting Minutes
- Ratification of January 17, 2005 Executive Session decisions
  1. Approval of proposal from Rick Hamm in the amount of \$1,500 for curb and gutter replacement at 37 Sonrisa to be funded from reserves
  2. Approval of revised landscaping contract from Park West Landscape
  3. Appointment of Nilima Parikh as the Welcoming Committee Chairperson

### **DISCUSSION ITEMS**

#### **Mission Statement and Code of Ethics**

It was noted that another manager from Total Property Management, who was not aware of the previous agreement to distribute the Mission Statement and Code of Ethics to the Board of Directors and the Architectural Review Committee members, covered the annual meeting. Management was directed to mail copies to each Board and Architectural Review Committee member for signature and return.

#### **Inviting Insurance Agent to attend Meeting**

Management was instructed to calendar this item for review 3 months before policy renewal.

#### **Membership Handbook and Architectural Guidelines**

The Board agreed that a new cover letter should be developed informing the owners that the Board and Architectural Review Committee had been working for a substantial time to revise the handbook and that they were now seeking feedback from the owners. Gary Brenkman agreed to draft the letter and forward to the Board via email. A motion was made, seconded and carried unanimously authorizing management to mail the handbook and cover letter upon email approval of three board members.

### **ADJOURNMENT**

A motion was made, seconded, and carried unanimously to adjourn the meeting at 8:00 PM to Executive Session to review contracts.

Attest:

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