

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
May 8, 2006**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on May 8, 2006 at 5 Vispera, Irvine California.

ATTENDANCE

Directors Present:

Shelley Armstrong	President
Dianne O'Keefe	Vice President
Gary Brenkman	Treasurer
Larry Kroll	Secretary
Phil Lisle	Member At Large

Directors Absent: None

Others Present:

Brandi Scott	Total Property Management, Inc.
Linda Alexander, CCAM	Total Property Management, Inc.
Michelle Carr	Architectural Committee Chair

CALL TO ORDER

A quorum was present and President, Shelley Armstrong called the meeting to order at 7:00 PM.

CONSENT CALENDAR

A MOTION WAS MADE, SECONDED AND CARRIED to approve the following items on the consent calendar:

- April 10, 2006 General Session Meeting Minutes with amended changes
- April 2006 Financial Statement, subject to audit by the CPA at fiscal year- end
- Ratify the Architectural approval for 12 Vispera for the installation of a new roof
- Ratify the Architectural approval for 19 Trovita for the installation of new windows.

MANAGEMENT FINANCIAL REPORT

First Bank CD account #1121

A discussion ensued pertaining to the First Bank CD account #1121. The Board resolved to have Director, Gary Brenkman obtain additional information about investing the CD that matures on June 16, 2006 at another financial institution. The Board requested Management to put this on the Agenda for the June 12, 2006 meeting.

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
May 8, 2006
PAGE 2 of 3**

Lien Approval

A MOTION WAS MADE, SECONDED AND UNANIMOUSLY CARRIED TO APPROVE to proceed with liening account # 530-82-51 as they are delinquent in the amount of \$596.00.

COMMITTEE REPORTS

Architectural Committee

A discussion was held concerning Architectural Application procedures. The board resolved the following:

- ❖ Management is to send only one (1) copy of an Architectural Application to Architectural Chair, Michelle Carr in which the Committee will proceed with signing the one (1) application.
- ❖ Management is to contact Architectural Chair, Michelle Carr before returning back an incomplete application to a homeowner.
- ❖ Management is to send Michelle Carr and Shelley Armstrong any questionable or "other" applications.
- ❖ Director, Gary Brenkman will add specific requirements that a homeowner will need to provide to the Architectural Committee for the "Other Architectural Applications"
- ❖ Director, Gary Brenkman will create a new Architectural Application for any re-models, extensions, and major construction this application will include a fee for an Architectural Consultant.

BOARD DISCUSSION ITEMS/ MANAGEMENT REPORT

Revised Election Rules

A MOTION WAS MADE, SECONDED AND UNANIMOUSLY CARRIED TO APPROVE the revised election rules presented by RGB and publish to the membership in order to comply with Senate Bill 61.

Violation Letters

A discussion ensued pertaining to Violation Letters. The Board requested Management to send Violation Letters to homeowners as follows:

- ❖ Courtesy Letter #1
- ❖ Violation Letter #2
- ❖ Hearing Letter #3

All letters should identify the previous letter sent and the date it was sent.

Walkthrough Procedures

A discussion ensued pertaining to the length of time for walkthroughs. The Board requested Management to complete a thorough walkthrough of the Association, even in the event that this would be an additional expense to the Association. The Board also requested Management to inquire about adding an additional hour to their contract for walkthroughs and what the increase would be to the Monthly Contract. Director, Armstrong requested a copy of the most recent contract.

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
May 8, 2006
PAGE 3 of 3**

ADJOURN

A MOTION WAS MADE, SECONDED AND UNANIMOUSLY CARRIED to adjourn the Meeting at 9:20 P.M.

The next meeting will be held on June 12, 2006 at 2 Rincon at 6:30 P.M.

ATTEST:

SHELLEY ARMSTRONG, PRESIDENT

DATE

LARRY KROLL, SECRETARY

DATE