

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
APRIL 22, 2014**

NOTICE OF MEETING

Upon notice duly given and received, the meeting of the Board of Directors of the Canyon Creek Homeowners Association was held on April 22, 2014 at 17 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

Shelley Armstrong	President
Don Flick	Vice President
David Melvold	Secretary
Gary Brenkman	Treasurer
William Von Blasingame	Member at Large

Members Absent:

None

Also Present:

Josh Scott, CMCA®, AMS®	Managing Agent, Total Property Management, Inc.
Heather Hoover, CMCA®	Managing Agent, Total Property Management, Inc.
Homeowners present (10)	

CALL TO ORDER

A quorum was present, and Board President, Shelley Armstrong called the meeting to order at 7:03 p.m.

HOMEOWNER FORUM

Homeowners present discussed the following matters of the Association:

- Architectural concerns over the possible remodel at 9 Ramada.

CONSENT CALENDAR

UPON A MOTION DULY MADE, SECONDED AND CARRIED with one (1) abstention, the Board resolved to approve the following consent calendar items with minor changes. The changes will be reviewed and minutes signed at the next meeting.

- March 27, 2014 General Session Meeting Minutes
- March 27, 2014 Executive Session Meeting Minutes

POSTPONEMENT OF GENERAL SESSION

At this time, an executive action was made by the Board President to adjourn the General Session of the meeting and convene the Executive Session Meeting to discuss a violation fine as provided for by California Civil Code. The General Session of the meeting was postponed at 7:45 p.m.

RECONVENE GENERAL SESSION

The Board reconvened the General Session of the meeting at 7:53 p.m.

COMMITTEE REPORTS

Architectural

- 13 Vispera – ARC submittal to repaint home. The Architectural Committee has received the application and will look to approve it before the end of the month.
- 5 Sonrisa – ARC submittal to replace a gate and the front door. The application was returned to the homeowner as incomplete; the neighbor awareness portion of the application was not completed.
- 3 Rincon – ARC submittal to replace lawn with artificial turf was approved by the Architectural Committee.
- 9 Ramada – Possible home remodel. The owner of 9 Ramada met with adjacent homeowners regarding the possible home remodel.

Landscape

It was noted that the grass and shrubs across from the pool area adjacent to Yale and the creek are dying because the irrigation has been turned off due to the irrigation line break at the pool area. Management was requested to check with the landscaper for alternative methods to ensure watering of the grass and shrubs in the affected area.

MANAGEMENT FINANCIAL REPORT

Treasurer Report

Board Treasurer, Gary Brenkman provided his Treasurer's Report on the finances of the Association to the Board. Upon review, A MOTION WAS DULY MADE, SECONDED AND CARRIED UNANIMOUSLY to approve the financials ending February 28, 2014 subject to the fiscal year-end audit.

2013 Draft Audit

The Board reviewed the draft audit as provided by Inouye, Shively, Longtin & Klatt. UPON A MOTION DULY MADE, SECONDED AND CARRIED UNANIMOUSLY, the Board approved the 2013 draft audit as presented.

FACILITIES

Wrought Iron Fencing

The Board reviewed the proposals presented to repair the iron fencing along the backside of the community. The fence sections have been labeled by board member, David Melvold and the Board requested that revised proposals be prepared by the bidding vendors to include the fence section numbers as labeled to be able to locate and identify the work that needs to be completed. The Board also requested more information on the proposals including:

1. What materials the fence is made of;
2. Option for steel fencing in lieu of iron;
3. Finish in cocoa powder, not black if possible;
4. Specify areas to be primed and painted;
5. Size of footings.

No motion was made on the proposals and this item has been tabled to the May meeting agenda.

Irrigation Line Repair

The Board reviewed and discussed the proposals provided to locate and repair an underground irrigation mainline running below the pool deck. UPON A MOTION DULY MADE, SECONDED AND CARRIED UNANIMOUSLY, the Board approved Scott English Plumbing to complete the repairs and replace the concrete in the amount of \$4,350.00 which includes the electronic detection fee.

Entry Wall

The Board discussed the findings regarding the block wall located at the West Gate entrance to the community. It was noted that the footings of the block wall that were originally installed were not designed to hold the weight of the stacked stone that was installed afterwards and recommended that an engineer inspect the wall and provide a scope of work for repair of such. The Board requested management to obtain bids from three (3) engineers to inspect the wall and provide a scope of work as noted above. No motion was made and this item has been tabled to the May meeting agenda.

Mailboxes & Posts

The Board discussed the proposal and information provided to replace the mailboxes and posts within the community. It was noted that just painting of the mailboxes was not recommended due to the current condition of the mailboxes and replacement would be a better long-term option for the Association. Discussion further ensued regarding other major projects that the Board would like to see completed as well. No motion was made and this item has been tabled.

Pool House Remodel

It was noted that this is a project to be included on the Board's list of projects for the Association. No motion was made and this item has been tabled to the May meeting agenda.

Speed Bump Discussion

The Board reviewed the proposal provided by Quickel Paving to remove the speed bump located on Sonrisa in the amount of \$495.00. Discussion ensued about the history and the reason the speed bump was originally installed as well as the request from the homeowner at 22 Sonrisa to remove the speed bump. UPON A MOTION DULY MADE, SECONDED AND CARRIED with one (1) abstention, the Board approved the proposal from Quickel Paving to remove the speed bump. Should traffic problems re-appear after the speed bump is removed, the Board may consider replacement of the speed bump and/or alternative methods to slow down traffic along Sonrisa.

Sidewalk Dividers

The Board reviewed the proposal provided by Tom Jordan to replace the concrete dividers in the amount of \$2,590.00. The Board requested management to re-check the dividers and determine how many actually need to be replaced. No motion was made and this item has been tabled to the May meeting agenda.

BBO Stucco Update

The stucco at the barbeques shall be reviewed at the next walk of the property to ensure it has been painted. No motion was made or carried.

Key Fob Charge

The Board reviewed the information provided that replacement key fobs are \$25.00 each payable to Canyon Creek Homeowners Association. It was requested that the key fobs, currently distributed and logged by Carrol Lund, be handled by the management company instead. It was also requested that the keys to the pedestrian gate/tennis court and gate transmitters be handled by the management company. Board Treasurer, Gary Brenkman will send an email to both Carrol Lund and Jackie Lombardi to send the key fobs, keys, and transmitters to Total Property Management to maintain. No motion made or carried.

NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on May 13, 2014 at 7:00 p.m. at 37 Sonrisa, Irvine, CA.

ADJOURNMENT

There being no further business to come before the Board of Directors at this time, A MOTION WAS DULY MADE, SECONDED, AND CARRIED UNANIMOUSLY to adjourn the General Session Meeting at 9:34 p.m.

ATTEST:



Secretary



Date