



## Meeting Minutes for Canyon Creek Homeowners Association

<b>Meeting Type</b>	Board
<b>Meeting Date</b>	12/09/2014
<b>Location</b>	24 Sonrisa, Irvine, CA
<b>Attendees</b>	Shelley Armstrong, President (arrived at 7:50 p.m.) Gary Brenkman, Treasurer David Melvold, Secretary William Von Blasingame, Member at Large  Heather Hoover, Total Property Management, Inc.  Homeowners (2)  Not In Attendance: Don Flick, Vice President
<b>Called To Order</b>	7:20 pm
<b>Minutes Approval</b>	<b><u>Consent Calendar</u></b> A motion was made by Brenkman, seconded by Melvold, and carried unanimously to approve the following consent calendar items: 1. November 11, 2014 General Session Meeting Minutes 2. November 11, 2014 Executive Session Meeting Minutes
<b>Homeowner Input</b>	<b><u>Homeowner Forum</u></b> Homeowners present presented details on the following items of the Association: 1. Teens and illegal activity at the pool area 2. Increased surveillance or monitoring at the pool 3. Using tennis courts for commercial tennis lessons
<b>President's Report</b>	<b><u>Executive Session Disclosure</u></b> An announcement was made that the Board of Directors met in Executive Session prior to the start of the meeting to hold hearings, discuss non-compliance matters, legal matters and delinquencies as permitted by California Civil Code.



**Treasurer's Report Financial Status of the Association**

As of November 30, 2014, the operating account balance is \$77,844.46 and the reserve account balance is \$442,741.62. A motion was made by Brenkman, seconded by Von Blasingame and carried unanimously to approve the November 2014 financials subject to audit at fiscal year end.

**Committee's Report**

**Traffic Safety Committee**

**1. Traffic Study Questionnaire**

The Board reviewed the final draft of the questionnaire provided by the Traffic Safety Committee. The Committee Chair, Richard Lombardi, was unable to attend as he was in the hospital. The Board discussed and made some changes to the verbiage on the questionnaire and recommended that the changes be made and the questionnaire be distributed as soon as possible so responses can be received by the end of the year and reviewed at the next meeting. A motion was made by Melvold, seconded by Brenkman and unanimously carried to make the minor changes to the questionnaire and mail via 1st Class U.S. Mail as well as email to those with email addresses on file with the Association.

**Architectural Committee**

**1. 1 Vispera - Multiple Items**

The Board briefly reviewed the architectural application (but not the design details) submitted for the following improvements which include:

- a. Add entry gate at the front next to the single car garage
- b. Enclose existing balcony at front above garage
- c. Change existing closet to a bathroom
- d. Replace all windows with dual glazed white vinyl windows
- e. Replace existing fish scale siding with stucco and wood-look tile siding per front elevation.

The Board rejected the application citing that drawings are needed for these improvements as well as signatures from all of the adjacent neighbors, 9 in total.

STATUS: Rejected, Need more information.

# Canyon Creek

## **Landscape Committee**

### 1. Weekly Landscape Reports

The Board reviewed the weekly landscape reports provided by Park West Landscape. Melvold noted that the irrigation repairs should be included on the reports so they coincide with the invoices received for such repairs. Management will request Park West to include the repairs on their report.

## **Social Committee**

No items to report

## **Project 5B Committee**

Armstrong noted that the most recent update on Project 5B is that the community will be named Eastwood, and the start of housing unit construction is scheduled for June, 2016.

## **Manager's Report Bids & Proposals**

### 1. Speed Limit Sign

The Board reviewed the costs to purchase new speed limit signs to be posted at each of the entrances to the community. The Board tabled this item until the traffic study questionnaire results are reviewed and a next action is determined in this regard.

### 2. Pool Gate Repair

The Board reviewed the proposal from ASCI to repair the key fob access system to the pool. The proposal includes removing water from the conduit, replace wire with heavy-insulated wire and make repairs to the existing conduit. The cost for repairs is \$1,682.00. A motion was made by Melvold, seconded by Armstrong and carried unanimously to approve the proposal. The funds will come from the Association's operating account GL #7584, Access Gate Repairs.

### 3. Install ¾" Coupler at West Gate

# Canyon Creek

The Board reviewed the proposal from Park West Landscape to install a ¾" coupler near the West Sonrisa gate to allow for hose connections and water accessibility for common area construction work. The cost to install the coupler is \$385.00. A motion was made by Brenkman, seconded by Von Blasingame, and unanimously carried to approve the proposal. The funds will come from the Association's operating account GL #5545, Irrigation Repairs.

#### 4. Front Entrance Landscape Enhancements

The Board reviewed the unsolicited proposal from Park West Landscape to remove the turf along the sidewalk outside of the front gates, remove and transplant daylilies, install Callistemon 'little johns', and top with mulch. The cost for this improvement is \$3,968.00. The Board tabled this item for review until further notice.

#### 5. 2014 Audit and Taxes

The Board reviewed the sole proposal from VanDerPol & Company (formerly Schonwit & Company) to complete the 2014 fiscal year-end audit and tax filing preparation. VanDerPol & Company has completed the audit and tax filing services for the Association for the last several years. The cost for this service is \$1,000.00. A motion was made by Brenkman, seconded by Von Blasingame and unanimously carried to accept the proposal. The funds will come from the Association's operating account GL #8010, Audit.

### **Board Discussion/Management Report**

#### 1. Rules & Regulations Amendment - Artificial Turf

The Board tabled further review and discussion of this item until further notice. Brenkman will review and work on verbiage for review.

#### 2. Tennis Court Lights Update

# Canyon Creek

The tennis court lights have been repaired and are fully operational again on both courts. The following repairs were made to the tennis court lights:

- Install new wiring in pole #5
- Replace 3 burnt lamps
- Install new wiring for pole as power contract, power is to each fixture
- Remove (3) broken J-boxes and replace with (3) new large J-boxes (6x6x4)
- Checked and found in one fixture that there was faulty connections at the ballast. Repaired faulty connections
- The other fixture has a faulty ballast. Replaced ballast
- Remove burnt wires in panel and relay box. Install new wires.

The total cost for repairs was \$1,489.76. The funds were taken from the operating account GL #7522, Electrical Repair.

### 3. Christmas Lights Update

The Christmas lights have been installed at the front entrances to the community per the approved scope of work. The cost for installation was \$1,500.00 as approved by the Board. The funds were taken from the operating account GL #7525, Holiday Lighting. It was noted that there are lights out on a couple of the shrubs as well as the trunk at the Sonrisa West entrance that need to be repaired. Management will issue a work order for the repairs. In the future, the Board requested net lights with green wire in lieu of icicle lights on the hedges at the gate entrances.

### 4. Project List Review

The Board tabled review of the project list until the next meeting.

### 5. Light Fixtures over Barbeques

# Canyon Creek

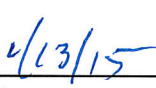
The Board discussed the lights over the BBQs as to whether the installation included an electrical permit and whether inspected as the light fixtures are labeled "for indoor use only". The answer was not immediately available.

**Action Items**

There being no further business to come before the Board at this time, a motion was made, seconded and carried unanimously to adjourn the General Session Meeting.

ATTEST:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**Next Meeting Date** 01/13/2015

**Time Adjourned** 9:09 pm