



Meeting Minutes for Canyon Creek Homeowners Association

Meeting Type Board
Meeting Date 02/10/2015
Location 17 Sonrisa, Irvine, CA
Attendees Shelley Armstrong, President
Don Flick, Vice President
Gary Brenkman, Treasurer
Dave Melvold, Secretary

Also in Attendance:
Heather Hoover, Total Property Management, Inc.
(4) homeowners

Called To Order 7:48 pm

Minutes Approval **CONSENT CALENDAR**

A motion was made by Brenkman to approve the January 13, 2015 General Session Meeting Minutes conditional upon revising the Architectural Committee portion of the minutes to reflect that Jim Hensley has not resigned yet and no other appointment has been made to the Committee. The motion was seconded by Flick and carried unanimously.

A motion was made by Flick, seconded by Brenkman and carried unanimously to approve the January 13, 2015 Executive Session Meeting Minutes.

Homeowner Input Homeowners present were interested in hearing the Board's recommendations for traffic safety measures in the community.

President's Report **EXECUTIVE SESSION DISCLOSURE**

An announcement was made that the Board will meet in Executive Session following adjournment of the General Session Meeting on February 10, 2015 to hold hearings, discuss non-compliance, legal and contractual matters and to discuss delinquencies as permitted by California Civil Code.

Treasurer's Report **FINANCIAL STATUS OF THE ASSOCIATION**

As of January 31, 2015, the operating account has a balance of \$82,021.56 and the reserve account has a balance of \$455,264.69.

Brenkman reported on the financials and requested that management forward copies of the electrical bills from Pro-Tek Electrical. It was also noted that the telephone expenses should have decreased and to confirm with the phone company that the second line was disconnected as it is no longer in use. Brenkman motioned to approve the January 31,

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2015 financials. The motion was seconded by Flick and carried unanimously.

Committee's Report

TRAFFIC SAFETY COMMITTEE

The Board reviewed the results of the traffic study survey and discussion ensued. Richard Lombardi, a member of the Traffic Safety Committee was present and involved in the discussion. Four (4) 15 MPH speed limit signs were ordered for the community - two (2) shall be located at the front of the community and one (1) each shall be located at the crosswalks with the Children at Play signs on Vispera and Redonda. The Board shall determine where the signs for the front of the community should be located. The Board discussed various traffic calming measures including re-installing stop signs, installing crosswalk markings in the street, and re-installing the speed bump on Sonrisa. No decision was made and the Board tabled this item for further discussion at the March meeting.

ARCHITECTURAL COMMITTEE

1. Architectural Committee Members

A broadcast message was sent to the homeowners in January asking for any parties interested in serving on the Architectural Committee. No responses were received. The Board requested management to contact a particular homeowner to see if they would be interested in serving on the Committee and also act as Committee Chair. Jim Hensley will remain on the Board until a replacement is found and appointed.

2. Committee Charter

The Board reviewed the Committee Charter for signature. As no members of the Architectural Committee were present except for Armstrong, the Committee Charter will be emailed to the other committee members, Jim Hensley and Monica Younger for signature.

LANDSCAPE COMMITTEE

1. The Board reviewed the reports provided by Park West Landscape. Management and inquired as to when the color will be changed out at the front entrances.

SOCIAL COMMITTEE

No updates to report.

PROJECT 5B COMMITTEE

No updates to report.

Manager's Report

BIDS & PROPOSALS

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1. Puerto Fencing

The Board discussed the proposal specifications for the Puerto Fencing. Melvold noted that the specifications he presented from the meeting in September were not included in this specification and requested that a revised scope with his notes incorporated be provided to the bidding contractor for revised proposals. There was discussion about combining the proposals for the Puerto fencing with the perimeter iron fencing repair/replacement but no resolution as to doing so.

2. Insurance Renewal

Upon a motion duly made by Brenkman, seconded by Melvold and carried unanimously, the Board voted to renew the insurance policy with Armstrong/Robitaille/Riegle. The total insurance premium cost including Workers Compensation is \$6,324.00. The funds will come from the operating account GL #8025, Insurance.

BOARD DISCUSSION/MANAGEMENT REPORT

1. Annual Election Results

The Annual Election took place prior to the General Session Meeting on February 10, 2015. The following members were elected to serve on the Board of Directors for a term of one (1) year:

- Shelley Armstrong, President
- Gary Brenkman, Treasurer
- Don Flick, Vice President
- Dave Melvold, Secretary

2. Board of Directors Mission Statement

The Board reviewed the Mission Statement for signature. Discussion ensued and revisions were discussed. Brenkman will revise the mission statement accordingly and send to the newly elected Board of Directors for signature.

3. 13 Redonda Wall Repair Update

Cox Contracting completed the repairs to the block wall shared by 13 Redonda on Tuesday, 2/3. The total cost of repairs was \$1,475.00 per the signed contract.

4. Speed Limit & Children at Play Signs

Four (4) 15 MPH Speed Limit signs have been ordered along with four (4) SLOW - Children at Play signs. One (1) 15 MPH Speed Limit sign each will be placed on the posts below the Children at Play signs at the crosswalks located on Vispera and Redonda. Armstrong will look through

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other communities to see where speed limit signs are installed at their entrances to determine the best location for the signs at the Canyon Creek entrance. The Children at Play signs will be replaced at the same location on the posts located on Vispera and Redonda. The total cost of the signs was \$324.00 for a total of eight (8) signs.

5. Pool Gate Repair Update

Management spoke with ASCI. They are unable to replace the conduit that needs to be replaced before the new wiring can be run through. A work order was sent to the landscapers to dig up the conduit and replace it. Following the landscape walk on Tuesday, February 3, it was noted that the landscapers need further information on where the conduit leads to. The conduit that appears to need replacement runs underneath the pool decking. The landscaper will coordinate with ASCI to see where the conduit runs. If it runs under the pool deck, Park West to provide a proposal to re-route conduit around the pool gate to the pool house.

6. Rules & Regulations Update

Brenkman is working on the amendment to the Rules & Regulations.

7. Project List Update

- Perimeter Fencing Repair/Replacement Scope of Work

Due to the size of the project, management recommended that the Board retain a project manager to oversee the project. The Board reviewed the information about Accord Construction Management and determined that a project manager was not needed for this project. The scope for the perimeter fencing should consist of repairs to the fencing, itemized according to the numbered post; option to replace the iron fencing like-for-like option to replace with powder-coated steel fencing, other options to consider, and the advantages and disadvantages of each. There was discussion about combining the proposals for the Puerto fencing with the perimeter iron fencing repair/replacement but no resolution as to doing so.

Management to send a letter to the homeowners at 7 Puerto to advise of the work to be completed and authorization to access across the front yard for the replacement of the Puerto Fence.

- Spa Repairs

The report from the Orange County Health Care Agency indicates that the shell has deteriorated/chipped/etched sections of plaster throughout. The report was sent to Deckside to make the necessary corrections noted and to provide a proposal for the spa re-plastering.

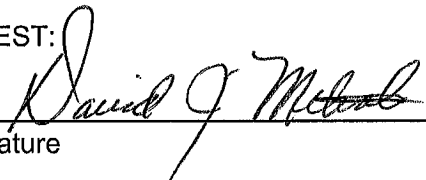
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Decksider also reported that the spa appears to be leaking and is losing approximately 12" – 14" of water at each visit. A proposal was received for Water Savers to perform leak detection services for \$495.00. If the spa is leaking, management to obtain proposals from Alan Smith Pools and two others for repairs.

Action Items

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

ATTEST:



Signature

3/10/15

Date

Next Meeting Date 03/10/2015

Time Adjourned 9:36 pm