

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
MARCH 10, 2015**

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 March 10, 2015 at 37 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

Shelley Armstrong	President
Don Flick	Vice President
David Melvold	Secretary
Gary Brenkman	Treasurer

Members Absent:

None

Architectural Committee:

Maria Hensley	Committee Chair
Monica Younger	Committee Member

Also Present:

Heather Hoover, CMCA Homeowners (5)	Managing Agent, Total Property Management, Inc.
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CALL TO ORDER

A quorum was present, and Board President, Shelley Armstrong called the meeting to order at 7:02 p.m.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board will meet in Executive Session following this meeting to hold hearings for non-compliance issues, and to discuss contractual, delinquencies, legal, and personnel issues as permitted by California Civil Code.

HOMEOWNER FORUM

Homeowners present presented details on the following issues of the Association:

- The need for security cameras at the pool area

CONSENT CALENDAR

A motion was made by Melvold, seconded by Brenkman and carried unanimously to approve the following consent calendar items:

- A. February 10, 2015 General Session Meeting Minutes
- B. February 10, 2015 Executive Session Meeting Minutes

TREASURER'S REPORT

A motion was made by Brenkman, seconded by Flick and carried unanimously to approve the February 2015 Financial Statements.

A. Financial Status of the Association

The operating account balance as of February 28, 2015 is \$78,093.00.

The reserve account balance as of February 28, 2015 is \$460,523.20.

COMMITTEE REPORTS

A. Traffic Safety Committee

1. Speed Bump Installation

The Board discussed whether to re-install a speed bump or speed bumps along Sonrisa to help alleviate speeding in the community. A motion was made by Flick to install a 3-way stop at the intersection of Sonrisa and Vispera by April 1 to assess whether speeding is alleviated using this traffic calming measure. This measure will be re-evaluated at the July meeting to determine if installing a speed bump is necessary. Letters indicating the above will be personally distributed to the homeowners on Sonrisa and an e-blast will be sent to the homeowners. Homeowners on Sonrisa will be surveyed at the end of the trial period on their perception on the speed improvement due to the 3-way stop. The motion was seconded by Melvold and carried unanimously.

2. Other Traffic Calming Measures

The Board discussed where the additional two (2) speed limit signs should be installed. Armstrong will send information about the locations of speed limit signs in other communities to determine where and how the signs should be posted. A motion was made by Melvold that the Board shall make a decision for the placement of the speed limit signs following review of Armstrong's information. The signs shall be installed at the locations as agreed upon by the majority of the Board prior to the next meeting. The motion was seconded by Flick and carried unanimously.

B. Architectural Committee

Members of the Architectural Committee were present to review architectural items of the community. Discussion ensued about installation of artificial turf and including regulation of such in the Rules & Regulations. The Board reminded the ARC Committee attendees that they cannot approve an application for artificial turf as it is specifically not allowed per the Rules & Regulations. The homeowner, however, can always appeal to the Board.

The following applications were included for the Board's information:

1. 3 La Dera – Landscape Improvements

The homeowner submitted an application received on 2/12/2015 to remove the existing rose bushes and replace them with a large decorative pot with a Paradise Palm.

STATUS: Under Review

2. 1 Puerto – Replace Exterior Wood Shingles with Stucco

The homeowner submitted an application received on 2/19/2015 to remove the existing wood shingles on the exterior of the home and replace with stucco, color to match existing.

STATUS: Approved. Work has already commenced.

3. 7 Rincon – Install Artificial Grass
The homeowner submitted an application received on 3/3/2015 to install artificial grass to match what is installed at 3 and 5 Rincon. Brenkman volunteered to make an amendment about artificial turf in the Rules & Regulations for the Board to review at the next meeting.
STATUS: Under Review
4. 10 Rincon – Install New Roof
The homeowner submitted an application that was approved on 1/12/2015. During the inspection on 3/3, it was noted that the project appears to be complete. Need a Notice of Completion from the homeowner for the ARC Committee to sign off.
5. 16 Rincon – Remove Pine Tree in Front Yard
The homeowner submitted an application that was approved on 2/26/2015 to remove the pine tree in the front yard near the mailboxes.
STATUS: Approved
6. 15 Sonrisa – Re-landscape Front and Back Yards
The homeowner submitted an application that was approved on 11/6/2014 to re-landscape the front and back yards and install a shade covering at the back patio. During the inspection on 3/3, it was noted that the project appears to be complete. Need a Notice of Completion from the homeowner for the ARC Committee to sign off.
7. 1 Vispera – Multiple Improvements
The homeowner submitted an application for multiple exterior improvements. The application was denied, requesting more information for the Architectural Committee to review.
STATUS: More info needed
8. 5 Vispera – Install Vinyl Fence
The homeowner submitted an application received on 2/27/2015 to install white vinyl fencing on the north side of the yard between 5 & 7 Vispera.
The application has been conditionally approved pending confirmation of fence height.
9. 7 Vispera – Install Vinyl Fence
The homeowner submitted an application received on 2/27/2015 to install white vinyl fencing on the north side of the yard between 5 & 7 Vispera.
The application has been conditionally approved pending confirmation of fence height.
10. 9 Vispera – Install Vinyl Fence
The homeowner submitted an application received on 2/27/2015 to install white vinyl fencing on the north side of the yard between 5 & 7 Vispera.
The application has been conditionally approved pending confirmation of fence height.

C. Landscape Committee

1. Park West Weekly Landscape Reports

The Board reviewed the landscape reports provided by Park West Landscape. Some weekly reports were missing as a result of the landscape supervisor being on vacation. Melvold mentioned that weekly reports are required to be submitted per the signed contract. Management will remind Park West of this condition.

Melvold questioned the mowing schedule as it appears that only half of the mowing has been completed in the last three week period and no edging has been done. Management will follow up with Park West on the mow schedule.

D. Social Committee

No report provided at this time.

E. Project 5B Committee

No report provided at this time.

BOARD DISCUSSION/MANAGEMENT REPORT

A. Tennis Court Lessons

Management reported that they were able to contact the tennis instructor and requested him to cease and desist use of the tennis courts except for the exclusive use of teaching residents within the community.

B. Garage Sale

Brenkman reported that only 10 residents were interested in having a community garage sale. The Board decided not to have a community garage sale at this time. No motion made or carried.

C. Home Tour

Brenkman reported that only 5 residents were interested in having a home tour. The Board decided not to have a home tour at this time. No motion made or carried.

D. Pool Heat On/Off & Umbrellas Put Out

The pool heat shall be scheduled to be turned on March 15th and the umbrellas put out at the same time. Management will send work orders for each task accordingly.

E. Association Communication

Discussion of this item was moved to Executive Session.

F. External Community Landscaping

The Board reviewed the email correspondence from Melvold regarding external community landscaping, specifically the landscaping located at the corner of Yale and Hicks Canyon as well as the trees and ground cover located along the Hicks Canyon Trail near Yale.

Management reported that they spoke with Ralph Scharffenberg with the City of Irvine and coordinated the honeysuckle trimming for the week of March 16th. Management has

notified the residents on Ramada and Sonrisa whose homes back up to Yale and Hicks Canyon respectively of the trimming.

Melvold requested and received the authority to represent the Board in discussions with the City on landscaping along the Trail. Melvold will contact the City for more information about the landscaping along the Hicks Canyon Trail and report back to the Board. No motion made or carried.

G. Rules & Regulations Update

Brenkman will provide a draft of changes to the Rules & Regulations for review at the next meeting. No motion made or carried.

H. Project List

The Board reviewed the Project List for the community. Members of the Architectural Committee expressed interest in exploring replacement mailboxes. Maria Hensley, chair of the Architectural Committee volunteered to look into replacement patio tables for the pool area. No motion made or carried.

BIDS & PROPOSALS

A. Perimeter Wall Repair/Replacement

The Board reviewed the proposal provided by Cox Contracting for the perimeter wall to request bids from other contractors to obtain like for like specifications. Melvold noted several items that need to be revised in the contract including:

1. Painting of the perimeter fencing should be the entire fencing, not just spot paint.
2. Include front entrance iron fencing repair/replacement
3. Include concrete posts shall be repaired/replaced so that water flows away from the posts.

Management will work with Cox Contracting on a revised scope of work to be reviewed at the next meeting.

B. Spa Leak Repairs

The Board reviewed the proposal from Deckside Pool Service to repair the underground leak at the spa. Water Savers Company completed a leak detection test on 2/13/2015. The leak appears to be on the east end of the spa. The cost to repair is \$1,955.00. A motion was made by Brenkman, seconded by Flick and carried unanimously to approve the proposal. The funds will come from the reserve account GL #3321, Pool/Spa Reserve.

C. Tree Trimming – Windrows

The Board reviewed the proposal provided by Park West Landscape to trim the windrows along the walking path. Management was requested by the Board to check the calendar and report back on when the trees were trimmed last. The calendar will be updated or confirmed to ensure the tree trimming schedule coincides with trim dates as recommended by the landscaper.

D. Pool Key Fob Repairs

The Board reviewed the proposal provided by Pro-Tek Electrical to re-route the conduit for the key fob system at the pool area. The cost of the repair is \$1,200.00. A motion was

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made by Brenkman, seconded by Flick and carried unanimously to approve the proposal.
The funds will come from the operating account GL # 7584, Access Gate Repairs.

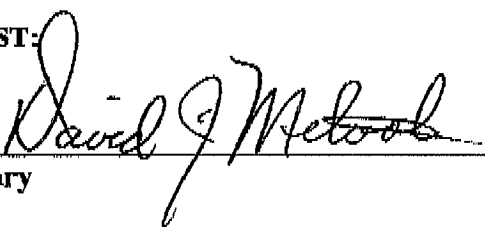
NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on April 14, 2015 at 7:00 p.m. at 24 Sonrisa, Irvine, CA.

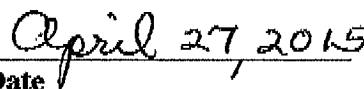
ADJOURNMENT

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 9:25 p.m.

ATTEST:



Secretary



Date