

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
APRIL 14, 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 April 14, 2015 at 24 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

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

Members Absent:

None

Committee Members:

Richard Lombardi	Traffic Safety
Monica Younger	Architectural, Landscape

Also Present:

Heather Hoover, CMCA	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 7:03 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

There was no discussion for homeowner forum.

CONSENT CALENDAR

A. March 10, 2015 General Session Meeting Minutes

A motion was made by Melvold to approve the General Session Minutes with the amendment to Item 3 of the Architectural Committee Report. Add, "Brenkman volunteered to draft an amendment about artificial turf in the Rules & Regulations for the Board to review at the next meeting." The motion was seconded by Brenkman and carried unanimously.

B. March 10, 2015 Executive Session Meeting Minutes

Flick made a motion to approve the Executive Session Minutes. The motion was seconded by Brenkman and carried unanimously.

TREASURER'S REPORT

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

A. Financial Status of the Association

The operating account balance as of March 31, 2015 is \$82,213.36.

The reserve account balance as of March 31, 2015 is \$467,714.01.

B. Draft Audit for Review & Approval

The Board reviewed the Draft Audit for approval. Melvold requested clarification on Note 4 and Note 9 of the audit wherein Note 4 indicates that there were federal and state income tax expenses for the year ended December 31, 2014, but Note 9 indicates that no payments for income taxes were made for the year ended December 31, 2014. Melvold also requested to define Forms 1120 and 1120-H as indicated in Item 24 of the Draft Audit. A motion was made by Brenkman to approve the audit pending clarification of the above items. The motion was seconded by Melvold and carried unanimously.

COMMITTEE REPORTS

A. Traffic Safety Committee

1. Traffic Calming Trial Period – Stop Markings

The stop markings and limit lines were painted onto the asphalt as decided upon at the last meeting. The trial period commenced April 1 and shall run through June 30. Flick presented a Traffic Calming Observers Survey to the Board to distribute to residents on Sonrisa. The purpose of the survey is to determine what type of traffic violations are occurring and when they are occurring. The survey is optional, but will assist the Board in their review and decision-making process for additional traffic calming measures, if needed. Flick will distribute the survey with a cover letter to the residents on Sonrisa.

B. Architectural Committee

The following applications are currently under review or recently approved/denied since the last meeting.

1. 3 La Dera – Landscape Improvements

The homeowner completed the landscape improvements and submitted a Notice of Completion to the Architectural Committee.

STATUS: Complete

2. 5 Rincon – Replace Patio Cover

The homeowner submitted an application received on 3/9/2015 to install remove the existing wood patio cover and replace with a white vinyl patio cover of the same height and configuration as the existing cover.

STATUS: Under Review

3. 7 Rincon – Landscape Improvements

The homeowner submitted an application that was approved on 3/24/2015 to install artificial turf and pots with plants in them.

STATUS: Approved

5 Vispera – Install Vinyl Fence

The homeowner submitted an application that was approved on March 10, 2015 to install white vinyl fencing on the side of the yard between 5 & 7 Vispera.

STATUS: Approved

4. 7 Vispera – Install Vinyl Fence

The homeowner submitted an application that was approved on March 10, 2015 to install white vinyl fencing on the side of the yard between 5 & 7 Vispera.

STATUS: Approved

5. 9 Vispera – Install Vinyl Fence

The homeowner submitted an application that was approved on March 10, 2015 to install white vinyl fencing on the side of the yard between 7 & 9 Vispera.

STATUS: Approved

C. Landscape Committee

1. Park West Weekly Landscape Reports

The Board reviewed the landscape weekly reports for March provided by Park West Landscape. Discussion followed on the missing February reports and the contractor's requirement to furnish these. Management will discuss this omission with Park West. Brenkman noted that items such as irrigation repairs or other items invoiced separately from the contract amount should be included on the weekly reports.

D. Social Committee

1. Spring Egg Hunt

The Board reviewed the re-cap email from Jeri Chinarian about the Spring Egg Hunt. Management was requested to send a thank you letter to Jeri and to Eddie Amin for their work on this event.

2. Summer Movie Nights

Armstrong noted that Amin has offered to continue Movie Night at the park during the summer months. The Board agreed that this was successful the year before and should be continued again this summer.

E. Project 5B Committee

1. Armstrong noted that the Irvine Company meets with the Committee every 2 weeks to discuss the project 5B adjacent to the Canyon Creek community. Armstrong provided a recap of the most recent meeting. No Board action needed.

BOARD DISCUSSION/MANAGEMENT REPORT

A. Pool Rules Reminder Letter

The Board reviewed the Pool Rules reminder notice to residents. Flick requested to add "Please observe all stop markings in the community" following the speed limit reminder. With the addition, the notice was approved for mailing.

B. External Community Landscape Update

Melvold provided an update to the Board about the external community landscaping on Hicks Canyon and Yale. Melvold noted concerns about the hedge height behind the homes being an easy hidden location for burglars to gain access. Flick volunteered to talk with the affected neighbors from 37 – 41 Sonrisa and 1-3 Ramada about reducing the hedge height and if they also have concerns. Following feedback from Flick, Melvold will draft a thank you letter to Ralph Scharffenberg for his assistance with the landscaping.

C. E. Sonrisa Gate Transmitters & Keypad

The Board reviewed the correspondence regarding the E. Sonrisa gate transmitters and installation of a keypad similar to that located at W. Sonrisa. There are not currently any

wireless options for the keypad and a hardwired telephone line would need for a new keypad.

For the receiver, Accent Gates has provided an option to install a box on the wall and move the radio receiver up on the wall. Currently, the receiver is inside the operator and there is an antenna going up the wall. The Board discussed concerns of vehicles speeding into the community if the gate is already fully open when they turn into the community. It was agreed that no changes should be made to the transmitter at this time. No Board action needed.

D. Pool Gate Repair Update

Pro-Tek Electrical ran the conduit for the new wiring for the key fob system at the pool. ASCI was scheduled to install the new wiring and test the system to ensure it is working properly on April 14th. Management will follow up with status and coordinate having the locks changed out.

E. Tennis Court Updates

The tennis court key fob reader was replaced and the key fob system is back in working order. The Board also discussed non-residents using the courts for tennis lessons provided by an outside instructor. It was noted that residents observing this occurrence should call the police for trespassing. No Board action needed.

F. Perimeter Fencing Repairs Scope

The scope of work for the perimeter fence repairs was not available at the time of the meeting. The scope should be completed by April 17th, and will be emailed to the Board to review. If warranted, the Board will hold a special meeting to discuss the scope.

G. Pool Fencing Repairs Scope

The scope of work for the pool fence repairs was not available at the time of the meeting. The scope should be completed by April 17th, and will be emailed to the Board to review. If warranted, the Board will hold a special meeting to discuss the scope.

H. Leak Detection at Pool by BBQ

The Board discussed a possible leak at the pool area in front of the barbeque. Management was directed to contact Decksides Pool Service to see if there are any pipes running under the concrete at the barbeque area. This item was continued until the next meeting pending response from Decksides.

I. Water Saving Options

J. Rules & Regulations Update

The Board discussed changes made by Brenkman to the rules and regulations, however copies were not distributed to the board members. Brenkman and Armstrong will meet prior to the next meeting to review the latest draft. Further discussion on this item was postponed to the next meeting. No Board action needed.

K. 2014 Project List

This item was tabled for discussion at the next meeting. No Board action needed.

BIDS & PROPOSALS

A. Turf Removal

The Board reviewed turf removal options to help save water provided by Park West Landscape. Melvold noted that the turf along Hicks Canyon on the outside of the community would be a good place for turf removal to save water but no proposal was included for this area. Management was requested to contact Irvine Ranch Water District (IRWD) to find out 1) if rebates are still available, 2) when the watering restrictions for California will be enforced, and 3) what restrictions will be enforced on community associations.

Younger volunteered to work with Park West Landscape to determine which areas would be best suited for turf removal and work on a water-friendly landscape design for these areas.

The Board discussed the proposals from Park West Landscape to remove turf and replant with water-friendly landscape throughout the community. The Board tabled this item for discussion pending receiving more information about the water restrictions.

B. Front Entry Landscape Enhancements

The Board tabled this item concerning landscaping outside the gates for discussion pending receiving more information about the water restrictions.

C. Tree Trimming

The Board shall review the proposals provided by Park West Landscape to trim the trees that are due to be trimmed in April. Brenkman made a motion to trim just the (4) Ficus and (14) Canary Island Pines for the Spring Trimming. The cost for just these trees is \$2,076.96. The motion was seconded by Flick and carried unanimously. The funds will come from the operating account GL #5580, Tree Trimming.

RESOLUTION TO LIEN

A. APN 530-151-07

A motion was made by Brenkman, seconded by Flick and carried unanimously to assess a lien on the abovementioned property.

NEXT MEETING ANNOUNCEMENT

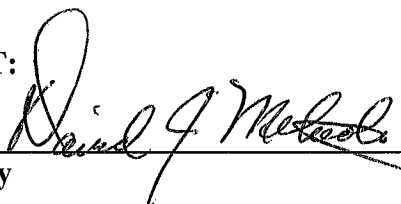
The next Board meeting will be held on May 12, 2015 at 7:00 p.m. tentatively set for 2 Rincon.

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 9:14 p.m.

ATTEST:

Secretary



Date

