

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
MAY 12, 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 May 12, 2015 at 17 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

Don Flick	Vice President
David Melvold	Secretary
Gary Brenkman	Treasurer

Members Absent:

Shelley Armstrong	President
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Committee Members:

Richard Lombardi	Traffic Safety
Monica Younger	Architectural, Landscape

Also Present:

Heather Hoover, CMCA Homeowners (1)	Managing Agent, Total Property Management, Inc.
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CALL TO ORDER

A quorum was present, and Board Vice President, Don Flick called the meeting to order at 7:07 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 in attendance presented details on the following issues of the Association:

- Board Vacancy Appointment – Two (2) homeowners were interested in filling the vacant position on the Board of Directors

CONSENT CALENDAR

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

- A. April 14, 2015 General Session Meeting Minutes
- B. April 14, 2015 Executive Session Meeting Minutes

TREASURER'S REPORT

A. Financial Status of the Association

The operating account balance as of April 30, 2015 is \$77,272.66.

The reserve account balance as of April 30, 2015 is \$471,645.69.

Brenkman reported on the financial statements provided by the management company. It was noted that the Pool Lock Conduit/Electrical Repairs and the Tennis Court Reader repairs should be re-allocated to the reserve account GL #3365, Intercom and Gate Operators. Management will have the funds re-allocated as requested.

Upon a motion duly made by Melvold, seconded by Brenkman, and carried unanimously, the Board voted to approve the financial statements with the re-allocation as noted above.

COMMITTEE REPORTS

A. Traffic Safety Committee

1. Traffic Calming Trial Period – Traffic Observation Surveys Update
Flick stated that the observation surveys will be sent out by the end of the week of May 12. The Board will review the surveys and any other comments and observations from members of the community at the July meeting. No Board action needed.

B. Architectural Committee

1. Rules & Regulations Update
Brenkman met with members of the Architectural Committee to discuss an amendment to the Rules and Regulations as it pertains to artificial turf. The change to the Rules will be presented for review by the Board then sent to the membership for 30-day review. No Board action needed.
2. Architectural Committee Volunteer Request
This item was tabled for discussion at the next meeting.
3. Architectural Applications – These items are for the Board’s review only.
 - 37 Sonrisa – Remodel House, Paint Exterior
The owner submitted an application received on March 31, 2015 to remove the wood shingles and replace with stucco and stone accents; paint exterior
STATUS: Approved. Currently under construction
 - 1 Vispera – Multiple Items
The owner submitted applications received on March 26, 2015 for the following improvements:
 1. Garage Door Replacement
STATUS: Approved
 2. Windows Replacement
STATUS: Approved
 3. Remodel Exterior
Replace siding and install new stucco and veneer tiles. Conditions: Front door will be changed to match style of house and stained glass, side gate will be replaced.
STATUS: Conditionally Approved
 - 5 Rincon – Multiple Items
The owner submitted applications received on March 1, 2015 and also on March 24, 2015 for the following improvements:
 1. Replace Patio Cover (received on March 1)
STATUS: Approved
 2. Paint Exterior (received on March 24)
STATUS: Approved
 3. Remodel Exterior (received on March 24)

Remove wood siding and trim and replace with stucco. Stones to be added along the pillars of the garage; replace garage coach lights.

STATUS: Approved

- 1 Puerto – Hardscape Installation

The owner submitted an application received on April 6, 2015 to install hardscape to increase curb appeal, driveway colored concrete and natural stone; entryway natural stone; new gate and wall to backyard; pool removal and new hardscape in place of pool; fire pit; fountain in backyard; add California room on side between 1 & 3 Puerto.

STATUS: Under Review

C. Landscape Committee

1. Park West Weekly Landscape Reports

The Board reviewed the weekly landscape reports provided by Park West. Melvold noted that the hedges located at the west gates of the community need to be pruned properly so no branches are sticking out and the hedge is trimmed evenly and be level with the top of the adjacent wrought iron fencing. Management will notify Park West and issue a work order.

D. Social Committee

1. Movie Nights in the Park

The Board reviewed the cost for a motion picture licensing agreement to be able to show movies in the park in the community. The cost for a one-year agreement is \$812.80 for the community (128 units x \$6.35 per unit). Brenkman will advise the Social Committee of the additional expense and request an updated budget for social events for the remainder of the year. This expense will need to be included in the events budget for the next fiscal year.

Upon a motion duly made by Melvold, seconded by Brenkman, and carried unanimously to approve the purchase of a 1-year licensing agreement from Motion Picture Licensing Corporation to show movies in the park over the summer.

E. Project 5B Committee

Melvold provided an update on the 5B Project, which will be called Eastwood. Melvold requested authorization to draft a letter on behalf of the Board of Directors and signed by the Board President to send to the City of Irvine to request a monument sign for Northwood to be installed on Irvine Boulevard heading west towards Culver. An alternative letter will also be drafted with the signatures of the Board Presidents of Park Paseo and Windstream Homeowner Associations if Armstrong can convince them to support the request and sign the letter.

Upon a motion duly made by Brenkman, seconded by Flick, and carried unanimously, the Board voted to authorize Melvold to draft a letter as noted above.

BOARD DISCUSSION/MANAGEMENT REPORT

A. Pool Rules Reminder Letter

The Pool Rules reminder letter was mailed to all homeowners with the May billing statement.

B. Pool Gate Repair Update

The key fob at the pool gate has been repaired and the cylinder changed out. All residents will need to use their key fobs to access the pool area. An eblast was sent by Gary notifying residents to use their fobs again.

C. Leak Detection at Pool by BBQ Update

Management checked with Decksider Pool. There are no pipes running under the concrete in front of the barbeque. Dave also visited the pool area and did not see any pooling at the time. Melvold noted that the dirt level in the planters is raised to the level of the deck and slopes up towards the wall which appears to be the likely cause of the water pooling from sprinklers. Management will send a work order to the landscaper to remove the excess dirt to prevent future run-off.

D. Turf Removal/Water Saving Options Discussion

The Board discussed the turf removal/water saving options for the community. Melvold stated that the first phase of the project should begin with re-furbishing the front entrances. Younger will work with the landscaper on plant selection and obtain a proposal for review at the next meeting. Melvold will talk with the City about re-landscaping the front entrance at the Association's expense as the front landscape is maintained by the Association but partially owned by the City of Irvine.

E. External Community Landscape Update

The Board discussed the height of the honeysuckle hedge located behind 39 Sonrisa to 9 Ramada on the exterior portion of the community on Hicks Canyon and Yale. Flick spoke with some of the affected homeowners about the height. Flick will speak with the remaining homeowners to confirm that cutting the hedge three feet (3') is acceptable and send an email to Melvold with direction for the hedge to relay back to the City.

F. Perimeter Fencing Repairs Scope

This item was tabled for review at the June meeting. Melvold requested that the Board meet separately for a special meeting to discuss the scope of work for all of the fencing projects and have a finalized scope for the June meeting to submit to bidding contractors. Melvold will email the Board separately to schedule a meeting.

G. Pool Fencing Repairs Scope

See Item F Above.

H. Puerto Fencing Repairs Scope

See Item F Above.

I. Rules & Regulations Update

Update currently in progress.

J. Project List

The Board briefly reviewed the project list for the community. Melvold noted that the due to the need for construction access, the pool decking repair/replacement should be done before the sidewalks are completed.

BIDS & PROPOSALS

A. Tennis Court Net Replacement

The Board reviewed the proposal requested by management from ProScape to replace the tennis court nets. The cost to replace both nets is \$500.00.

Upon a motion duly made by Brenkman, seconded by Melvold, and carried unanimously, the Board voted to conditionally approve purchasing new tennis court nets pending confirmation of deteriorating condition. The funds will come from the operating account GL #7510, Handyman Expense but should be allocated to GL #6520, Fencing/Nets which is currently not a line item in the budget.

B. Pool Area – Patio Table Replacement

The Board reviewed the proposal for a patio table to replace a missing one at the pool. Discussion ensued about purchasing six (6) patio tables that match instead of mixing and matching the furniture. Younger agreed to check the cost of six (6) tables instead of one (1), and also see if they can be purchased for less than cost provided by Patio Guys at \$624.00 per table (cost plus tax). This item was tabled for further review at the June meeting.

C. Pool Area – Spring Maintenance Items

The Board reviewed the proposal provided by Personal Touch Cleaning for Spring maintenance items at the pool in preparation for the summer swim season.

Upon a motion duly made by Brenkman, seconded by Flick and carried unanimously, the Board voted to approve the proposal to only clean and seal the shower at the pool area. No other items were approved on the proposal at this time. The funds will come from the operating account GL #7530, Janitorial Service.

D. Pool Area – Signage

The Board reviewed the proposals provided to replace the signage at the pool area so all of the signs are consistent with one another in design. The Board tabled this item until after the Rules & Regulations are updated as the signs may change. No Board action needed.

E. Pool Area – Men’s and Women’s Restroom Wall Repair

The Board reviewed the proposal provided by Cox Contracting to repair the wall behind the women and men’s restrooms at the pool area. Melvold noted that a door stop should be added at the women’s restroom to prevent further damage to the wall. Melvold also requested management to confirm that re-installing the baseboard tile is included in the proposal cost.

Upon a motion duly made by Brenkman, seconded by Melvold, and carried unanimously, the Board conditionally approved the cost for repairs in the amount of \$695.00 pending confirmation of the above. The funds will come from the reserve account GL #3322, Restroom Remodel Reserve.

F. Accurate Voting Services Proposal

The Board reviewed the proposal provided by Accurate Voting Services for Inspector of Election services for the 2016 Annual Election. If the contract is signed this year, the price will not change. *Upon a motion duly made by Brenkman, seconded by Flick, and carried unanimously, the Board voted to approve the proposal from Accurate Voting*

Services for \$502.60. The funds will come from the operating account GL #8005, Election Expense.

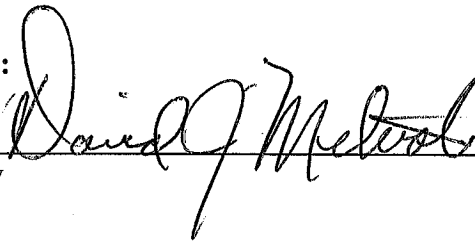
NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on June 9, 2015 at 7:00 p.m. at 2 Rincon.

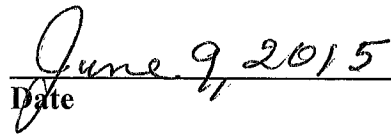
ADJOURNMENT

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 8:50 p.m.

ATTEST:



Secretary



Date