

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
JUNE 9, 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 June 9, 2015 at 2 Rincon, Irvine, CA.

ATTENDANCE

Members Present:

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

Committee Members:

Richard Lombardi	Traffic Safety
Monica Younger	Architectural, Landscape
Maria Hensley	Architectural
Sam Chinarian	Social

Also Present:

Josh Scott	Senior Managing Agent, Total Property Management, Inc.
Tiani Bobitch	Managing Agent, Total Property Management, Inc.
Homeowners (3)	

CALL TO ORDER

A quorum was present, and Board President, Shelley Armstrong called the meeting to order at 7:06 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.
- APPOINTMENT OF BOARD MEMBER – The Board met in an executive session to discuss the appointment of a new Board member to fill the vacancy of Member at Large.

A motion was duly made by Brenkman, seconded by Melvold, and carried unanimously to appoint homeowner Richard Lombardi to the Board of Directors for the remainder of the one (1) year term.

- **Security Contract**

The Board discussed in an executive session meeting not having a signed contract with Master Protection Security. Management obtained an unsigned contract for the Board to review. The Board asked management to obtain an updated copy for the Board to sign as the one provided is dated 2007.

HOMEOWNER FORUM

Homeowners in attendance were provided the opportunity to voice concerns to the Board of Directors. No issues were raised.

CONSENT CALENDAR

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

- A. **May 12, 2015 General Session Meeting Minutes with revisions**
- B. **May 12, 2015 Executive Session Meeting Minutes**

TREASURER'S REPORT

Financial Status of the Association

The operating account balance as of May 31, 2015 is \$75,588.10.

The reserve account balance as of May 31, 2015 is \$478,342.33.

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. It was also noted that two checks in the amount of \$1,200 were made to the order of Pro-Tek Electrical. The Board asked management to ensure that this is not a duplicate payment. Lastly, it was noted that the Association was charged for the pool rules mailing. The Board asked management to research if this should be included within the management contract as an allowance to be sent with billing at no charge to the Association. Management will research all of the above named issues.

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

COMMITTEE REPORTS

A. Social Committee

1. **Movie Nights in the Park**

The Board reviewed a proposed schedule of events from the Social Committee. Director Brenkman will complete the necessary paperwork to obtain the one (1) year licensing agreement from Motion Picture Licensing Corporation to show to schedule of movies.

B. Traffic Safety Committee

Traffic Calming Trial Period – Traffic Observation Surveys Update

Flick stated that the observation surveys will be provided to the Board for review at the July Board Meeting. 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.

C. Architectural Committee

The Architectural Committee came before the Board to discuss the status of the mailboxes proposal and pool area furniture proposals. The Board requested that management assist in obtaining the proposals for the pool tables. Proposals to be presented to the Board at the July Board meeting.

D. Landscape Committee

Park West Weekly Landscape Reports

The Board reviewed the weekly landscape reports provided by Park West.

The Board discussed proposals for the installation of drought tolerant material at the front gate and along Hick Canyon. The Board asked management to research which water meters service certain areas and to obtain a square footage to determine the approximate rebate the Association may receive.

E. Project 5B Committee

Melvold provided an update on the 5B Project specifically pertaining to the termination of Hicks Canyon roadway and that the project area is now called Eastwood. Additionally, Melvold indicated that the project is scheduled for a City Planning Commission hearing on July 16th. No action is needed at this time.

BOARD DISCUSSION/MANAGEMENT REPORT

A. Leak Detection at Pool by BBQ Update

The Board discussed the issue and it was determined that the puddling in the pool area is due to overspray. The Board asked management to close the issue.

B. Perimeter Fencing Repairs Scope

The Board discussed obtaining additional proposals for the scope of work provided by Cox Contracting Service, Inc. The Board will hold a Special Meeting to discuss the perimeter and pool wrought iron fencing. The meeting is scheduled for Thursday, June 18, 2015 at 5:00 p.m. located at 24 Sonrisa.

C. Rules & Regulations Update

Update currently in progress. Armstrong and Brenkman plan to meet on Saturday, June 20, 2015.

D. Project List

The Board briefly reviewed the project list for the community. Director Brenkman will research the necessity of a possible special assessment.

E. Community-Wide Greeting

The Board asked management to ensure that the escrow department is providing the Board with the names of new Owners as they close escrow. Flick volunteered to investigate the feasibility of compiling names and other data as previously used in the previous newsletters to be sent out now in e-blasts.

F. Names of Renters and Lessees

The Board discussed the process of knowing the percentage of renters within the community. Management informed the Board that this is not information retained; however, management can provide the number of offsite mailing addresses.

BIDS & PROPOSALS

- **On-Demand Patrol Service**

The Board reviewed several proposals for on-demand patrol service. The Board did not approve the proposals. Additionally, the Board asked management to pull the month-to-month key fob access records for the tennis court to ensure that all Owners are provided fair use of the area and are complying with the one (1) hour rule.

- **Antiquated Records**

The Board again reviewed a letter from Total Property Management dated February 20, 2015 regarding storage of the Association's antiquated records. The Board was provided with two options: to retrieve important documents from the boxes and destroy inconsequential records for the year of 2007 and prior with a \$25 per box handling fee; or make records available on a mutually agreed upon date at Total Property Management and assume responsibilities for the records for the year 2007 and prior with a \$25 per box handling fee.

A motion was duly made by Brenkman, seconded by Flick and unanimously approved to retrieve the boxes for the Management to extract pertinent documents and documents required to be kept by law for a handling fee of \$25 per box for sixteen (16) boxes.

- **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 Flick, seconded by Brenkman, 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. Additionally, the Board asked management to ensure that the tennis court nets are added to the Association's 2016 reserve study.

- **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 in the amount of \$695 and a doorstop included at no additional charge to the Association.

A motion was duly made by Brenkman, seconded by Flick, and unanimously passed by the board for repairs in the amount of \$695.00 contingent to tile not needing to be replaced. Should the tile need to be replaced, the Board approved a cost not to exceed \$750 total for the work outlined in the proposal. The funds will come from the reserve account GL #3322, Restroom Remodel Reserve.

- **Shower Repair**

The Board reviewed several proposals for the repair to the Association's shower valve.

A motion was duly made by Brenkman, seconded by Flick and unanimously passed by the Board to approve the proposal from Scott English Plumbing in the amount of \$280.

- **Gate Transmitter Repair**

The Board reviewed a proposal from Accent Gates to trench and install a wire from the gate system to the gate operator in the amount of \$850.

A motion was duly made by Brenkman, seconded by Flick and unanimously passed by the Board to approve the proposal contingent that no damage will be caused to the wall.

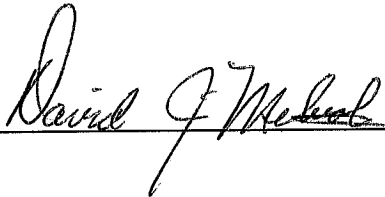
NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on July 14, 2015 at 7:00 p.m. at 37 Sonrisa.

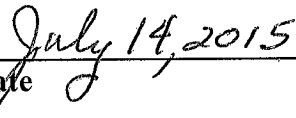
ADJOURNMENT

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 9:17 p.m.

ATTEST:



Secretary



Date