

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
AUGUST 11, 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 August 11, 2015 at 15 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

Shelley Armstrong	President
Don Flick	Vice President
David Melvold	Secretary
Gary Brenkman	Treasurer
Richard Lombardi	Member at Large

Committee Members:

Monica Younger Architectural/Building and Grounds/Landscape Committees

Also Present:

Josh Scott	Senior Managing Agent, Total Property Management, Inc.
Tiani Bobitch	Managing Agent, Total Property Management, Inc.
Homeowners (5)	

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.
- **Collection Matters**
The Board reviewed and discussed collection matters in executive session.

HOMEOWNER FORUM

Homeowners in attendance were provided the opportunity to voice concerns to the Board of Directors. Four (4) homeowners spoke regarding the traffic concerns within the Association and their input on reinstalling a speed bump that was removed. One (1) homeowner inquired about the replacement of the broken guard shack window. One (1) homeowner expressed concerns regarding drivers entering through the exit gate. Homeowner Forum was closed at 7:16 P.M. for the General Session Meeting.

CONSENT CALENDAR

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

- A. July 14, 2015 General Session Meeting Minutes with revisions
- B. July 14, 2015 Special Executive Session Meeting Minutes with revisions

TREASURER'S REPORT

Financial Status of the Association

The operating account balance as of July 31, 2015 is \$79,649.57.

The reserve account balance as of July 31, 2015 is \$488,861.11.

Brenkman reported on the financial statements provided by Total Property Management.

A motion was duly made by Gary Brenkman, seconded by Don Flick, and carried unanimously to approve the financial statements.

LIEN APPROVAL

A motion was made by Gary Brenkman, seconded by Richard Lombardi to deny any liens as all of the accounts are up to date.

COMMITTEE REPORTS

A. Appointment of a Committee Member

It was motioned by Don Flick and seconded by Shelley Armstrong and unanimously carried to appoint Ruth Ann Evans to the Building and Grounds Committee and the Landscape Committee.

B. Social Committee

No report.

C. Traffic Safety Committee

A motion was made by Gary Brenkman and seconded by Richard Lombardi to reinstall the speed bump, install a stop sign at the Northeast corner of Sonrisa and Vispera and also paint "Stop" on the asphalt. Shelley Armstrong opposed. The motion carried (4-1).

D. Architectural Committee

The Board reviewed the architectural applications that were approved, denied, or pending approval.

E. 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 plant material.

F. Project 5B Committee

There was a brief discussion held regarding Project 5B. Some items that were discussed are as follows:

- The Irvine Company will provide the Association a copy of the draft maintenance agreement between the City of Irvine and project 5B for review.
- The design for the end of Hicks Canyon has changed to reflect a through traffic sidewalk.

- Plans are to be released for the paseo design behind Canyon Creek.
- The Irvine Company will provide an agreement for the installation of signs to distinguish the two (2) Association's on the walking trail.
- A question was posed as to whether paseo signs should be posted similar to that on other City trails for safety reasons.

G. Building and Grounds Committee

No report.

BOARD DISCUSSION/MANAGEMENT REPORT

A. Landscape Proposals/Turf Removal/Water Saving Options

A motion was duly made by Gary Brenkman, seconded by Don Flick and unanimously passed to approve the proposal from Park West Landscape for the installation of drought tolerant plant material at the Association's entrance gates in the amount of \$10,423 contingent to Park West Landscape providing a one (1) year warranty on the plants.

The Board asked management to obtain the revised proposal from Park West Landscape for the green belt area only and to table the rest of the proposals indefinitely.

A motion was duly made by Gary Brenkman, seconded by Don Flick and unanimously passed by the Board to approve a proposal from Park West Landscape for the installation of mulch around the Association's pool area, tennis court, tree wells and possibly the front of the Association if any is left over in the amount of \$630.

The Board reviewed a three (3) year tree trimming plan provided by Park West Landscape. A motion was duly made by Gary Brenkman, seconded by David Melvold and unanimously passed by the Board to approve only year 2015 of the tree trimming plan in the amount of \$8,530.

B. Perimeter Fencing Repairs Scope

The Board asked Management to obtain additional proposals for the scope of work based on the questions set forth by the Board at the June 17th, 2015 special meeting.

C. Pool Fencing Repairs Scope

The Board asked Management to obtain additional proposals for the scope of work based on the questions set forth by the Board at the June 17th, 2015 special meeting.

D. Puerto Fencing Repairs Scope

This proposal was previously tabled by the Board of Directors indefinitely.

E. Pool Rules Sign

The Board reviewed a proposal provided by Focal Point Signs & Imaging. The Board tabled the proposals until the revised pool, spa and BBQ rules are finalized.

F. 8-in-1 Signs For Pool Area

A motion was made by Gary Brenkman, seconded by David Melvold and unanimously passed by the Board to approve the proposal provided by Decksides Pools for a tan 8-in-1 sign in the amount of \$318.80 contingent to the current sign needing to be replaced to be brought up to code.

G. Patrol Service

The Board reviewed the patrol contract provided by Master Protection Security and tabled it pending requested revisions.

H. Access Control Boards for Key Fob System

The Board tabled this item as the proposal for replacement was not available.

I. Mailbox and Pool Furniture Replacement

The Board tabled these items indefinitely.

J. Replacement of Spa Skimmer

The Board reviewed a proposal provided by Decksider Pools for the replacement of the spa skimmer in the amount of \$1,925 as the existing skimmer is cracked. The Board asked management to table the proposal and research if the replacement of the concrete with mastic alone will resolve the issue.

K. Bollard Cleaning

The Board reviewed and did not approve the proposal provided by Pro-Tek as this is included in the Association's janitorial contract.

L. Holiday Lights

The Board reviewed a proposal provided by The Christmas Light Pros for holiday lights. The Board asked management to obtain additional proposals for incandescent lights.

M. Front Entrance Gate Repairs

The Board tabled the proposals and requested that management obtain additional proposals.

N. Ratification of Filter Component Replacement

A motion was made, seconded and unanimously passed to ratify the proposal for the replacement of a pool filter component replacement from Decksider Pool Service in the amount of \$216.71 and was approved by management per the Association's management agreement between meetings.

O. Rules & Regulations Update

The Board tabled the approval of the artificial turf guidelines.

P. Collection Policy

A motion was made by Gary Brenkman, seconded by Don Flick and unanimously passed to approve the proposed collection policy and addendums.

NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on September 3, 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 9:36 p.m.

ATTEST:

Shelley Armstrong, Pres

Secretary

9/3/15

Date