

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
SEPTEMBER 3, 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 September 3, 2015 at 2 Rincon, Irvine, CA.

ATTENDANCE

Members Present:

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

Members Absent:

David Melvold	Secretary
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Also Present:

Tiani Bobitch Homeowners (7)	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 7:09 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 provided a suggestion for the Social Committee to recognize specific holidays.

CONSENT CALENDAR

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

- A. August 11, 2015 General Session Meeting Minutes

TREASURER'S REPORT

A. Financial Status of the Association

August Financials were not available at time of meeting.

B. Increase in Janitorial Services

A motion was duly made by Gary Brenkman, seconded by Don Flick and unanimously carried to approve the proposed 3% increase in Janitorial Services from Personal Touch effective January 1, 2016.

C. Audit Representation Letter

A motion was duly made by Gary Brenkman, seconded by Don Flick and unanimously carried to approve the revised representation letter provided by VanDerPol & Company for the Association's 2015 Audit.

D. Draft Reserve Study

A motion was duly made by Don Flick, seconded by Gary Brenkman and unanimously carried to appoint Gary Brenkman to approve the reserve study subject to the key fob system being added as a component.

LIEN APPROVAL

There were no eligible accounts presented at this time.

COMMITTEE REPORTS

A. Social Committee

The Board asked management to thank the members of the Social Committee for facilitating the Summer BBQ and to inform them of the suggestion provided by a homeowner to have a Lunar New Year party or International Pot Luck and see if it is possible to have Saturday BBQ's.

B. Traffic Safety Committee

The speed bump issue was not on the agenda, therefore the Board requested management to include it on the October meeting agenda.

C. Architectural Committee

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

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 plant material. The Board requested that ParkWest Landscape provide a map with indications of where the trees are at the triangle park with the proposed improvements.

E. Project 5B Committee

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

- Blue Prints and images of the proposed walking trail were presented.

F. Building and Grounds Committee
No report.

BOARD DISCUSSION/MANAGEMENT REPORT

A. Landscape Proposals/Turf Removal/Water Saving Options

The Board tabled the proposals for water saving options until the October Board meeting.

A motion was duly made by Don Flick, seconded by Gary Brenkman and unanimously carried to approve a proposal provided by ParkWest Landscape for the trimming of Canary Pines in the early spring in the amount of \$1,764.

A Motion was duly made by Don Flick, seconded by Gary Brenkman and unanimously carried to approve a proposal provided by ParkWest Landscape to remove a eucalyptus tree behind 16 Ramada and remove the stump located in the triangle park where a tree was previously cut down in an amount not to exceed \$1,650. The Board did not approve the replacement of the tree near 16 Ramada.

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 from fencing vendors rather than contractors.

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 from fencing vendors rather than contractors.

D. Patrol Service

The Board tabled the patrol service contract until the October Board meeting so David Melvold could be present.

E. Access Control Boards for Key Fob System

A motion was duly made by Gary Brenkman, seconded by Don Flick and unanimously carried to approve the proposal from ASCI for the replacement of control boards in the Association's key fob system in the amount of \$1,931.

F. Replacement of Spa Skimmer

A motion was duly made by Don Flick, seconded by Gary Brenkman and unanimously carried to approve the proposal provided by Deckside Pool Services for the replacement of a cracked skimmer and surrounding concrete with mastic at the Association's pool area in the amount of \$1,925.

G. Holiday Lights

The Board reviewed several proposals for the installation of holiday lights. The Board tabled the proposals and requested management to ask the vendor why there is an increase in the cost compared to 2014.

H. Front Entrance Gate Repairs

The Board tabled the proposals until the October Board meeting so David Melvold could be present.

I. Re-Plaster Spa

The Board tabled the proposals until the October Board meeting

J. Damage Caused by City Transit Van

A motion was made by Gary Brenkman, seconded by Don Flick and unanimously carried to approve the proposal provided by Quickel Paving for resetting the bollard in the amount of \$600 and the proposal provided by Tom Jordan to repaint the bollard in the amount of \$86.50.

K. Installation of Bollard

The Board reviewed a proposal provided by Quickel Paving for the installation of a bollard between the Association's entrance and exit gates to prevent drivers from entering through the exit gate in the amount of \$750. The Board indicated that they did not want a bollard in that area; however requested management to research if they can install a bollard on the opposite side of the exit gate similarly to the barrier post that is on the inside of the gate. A motion was made by Gary Brenkman, seconded by Don Flick and unanimously carried to approve this if possible at both exit gates in an amount not to exceed \$1,200.

L. Rodent Bait Stations

The Board did not approve the proposal provided by Accurate Pest Control for bait stations at the tot lot.

M. Correspondence

The Board reviewed several correspondences that did not require action.

The Board reviewed correspondence from Deckside Pools regarding when to stop heating the Association's pool. The Board indicated that the pool heater is to be turned off on October 15th or the date following which they are onsite.

NEXT MEETING ANNOUNCEMENT

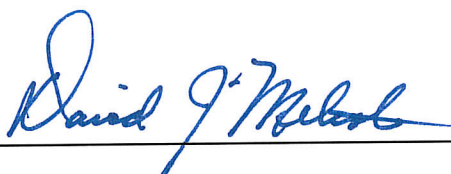
The next Board meeting will be held on October 13, 2015 at 7:00 p.m. at 17 Sonrisa.

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 9:21 p.m.

ATTEST:

Secretary



Date

