

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
OCTOBER 13, 2015**

**I. 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 October 13, 2015 at 17 Sonrisa, Irvine, CA.

**II. ATTENDANCE**

**Members Present:**

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

**Also Present:**

Tiani Bobitch	Managing Agent, Total Property Management, Inc.
Joshua Scott, CMCA, AMS	Senior Managing Agent, Total Property Management, Inc.
Maria Hensley	Architectural Committee/Building & Grounds Committee
Monica Younger	Architectural Committee/Building & Grounds Committee
Homeowners (1)	

**III. CALL TO ORDER**

A quorum was present, and Board President, Shelley Armstrong called the meeting to order at 7:02 p.m.

**IV. 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.

**V. HOMEOWNER FORUM**

Homeowners in attendance were provided the opportunity to voice concerns to the Board of Directors. There were no homeowner issues.

**VI. MINUTES**

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND CARRIED to approve the minutes of the September 3, 2015 general session meeting. David Melvold abstained as he was not in attendance.

**VII. TREASURER'S REPORT**

**A. Financial Status of the Association**

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to approve the August and September 2015 financial statement.

**B. Revised Draft Reserve Study**

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve the draft 2016 reserve study.

**C. Draft 2016 Budget**

The Board reviewed the 2016 draft budget provided by management. The Board continued the budget until the next scheduled Board meeting.

**VIII. LIEN APPROVAL**

There were no eligible accounts presented at this time.

**IX. COMMITTEE REPORTS**

**A. Social Committee**

There were no reports made by the Social Committee.

**B. Traffic Safety Committee**

There were no reports made by the Traffic Safety Committee.

**C. Architectural Committee**

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

<b>Address:</b>	<b>Name:</b>	<b>Project:</b>	<b>Status:</b>
1 Puerto	Likens	Hardscape	In progress
1 Vispera	Lui	Paint, Stucco, Garage Door Replacement, Roof	In progress
1 Sonrisa	Lee	Roof, Windows	In progress
8 Vispera	Parsons	Paint, Stucco	In progress
13 Redonda	Davenport	Front Door	In progress
8 Trovita	Katt	Window above front door	Approved
11 Redonda	Shen	Paint, Roof	Unable to confirm at this time
15 Ramada	Rezai	Paint	In progress
7 Rincon	Slots	Artificial Turf	In progress

**D. Landscape Committee**

**Park West Weekly Landscape Reports**

There were no reports made by the Landscape Committee.

**E. Project 5B Committee**

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

- Hicks Canyon Maintenance Responsibility: Shelley Armstrong reported that the Irvine Company may wish to create a joint agreement for the maintenance terminus at

the end of Hicks Canyon. A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED to inform the Irvine Company that Canyon Creek, or the Board of Directors, does not have the authority to maintain City property and the terminus of Hicks Canyon should therefore be maintained by the City of Irvine.

**F. Building and Grounds Committee**

A maintenance priority list was prepared by the committee and presented by Maria Hensley.

**X. BOARD DISCUSSION/MANAGEMENT REPORT**

**A. Landscape Proposals/Turf Removal/Water Saving Options**

The Board tabled the proposals for water saving options until the November Board meeting. Additionally, the Board asked management to request that Park West prepare to submit for a rebate when the rebates become available again.

**B. Perimeter and Pool Fencing Repairs Scope**

The Board reviewed three (3) proposals for the repair of the Association's perimeter fencing. A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve the contract provided by Cox Contracting Services in the total amount of \$31,325. Management was instructed to contact the vendor's references prior to scheduling the work. Additionally, the Board requested for Cox Contracting Services to attend the next scheduled walk through.

**C. Patrol Service**

The Board reviewed a revised contract for Master Protection Security. A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to approve the contract effective November 1, 2015.

**D. Incandescent Holiday Lights**

The Board reviewed two (2) proposals for installing holiday lights. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve a contract from Christmas Light Pros in the amount of \$1,750 by deleting the icicle lights between the gates and the lights on the monument wall at Hicks Canyon and Yale.

**E. Front Entrance Gate Repairs**

The Board reviewed three (3) proposals for entrance gate repairs for the Association's main gate. The Board asked management to research why Accent Gates did not include wheels on their scope of work as the additional vendors provided this on theirs. Additionally, the Board requested that management research if Cox Contracting Services does this type of work and to see if it could be included in the fence repairs proposal. In the event that this is beyond Cox Contracting Services scope of work, A MOTION WAS MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal from Accent Gates subject to them including the wheels in an amount not to exceed \$800.

**F. Re-Plaster Spa**

The Board reviewed three (3) proposals for re-plastering the Association's spa. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to approve the contract from Alan Smith Pool with a quartz finish in the amount of \$3,418.

**G. Pool Furniture**

The Board tabled the pool furniture proposals until the November Board meeting.

**H. Security Camera Installation**

The Board tabled the proposals for the installation of security cameras until the November Board meeting.

**I. Replacement of Guard Shack Window**

The Board reviewed three (3) proposals for the replacement of the guard shack window. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal provided by Specialty Siding in the amount of \$455 subject to the grid spacing and thickness matching the existing windows.

**J. Janitorial Contract**

The Board reviewed a contract renewal from Personal Touch Cleaning. The Board instructed management to request that they include the number of bollard lights in their contract.

**K. Ratification of Previously Approved Proposal**

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to ratify the proposal from Quickel Paving for the installation of a bollard at the exit gate in the amount of \$700.

**L. Correspondence**

The Board reviewed several correspondences that did not require action.

The Board reviewed correspondence from the Social Committee requesting pest control services in the pool area during the summer months. The Board asked management to obtain proposals for this service.

**M. Speed Bump Petition**

The Board reviewed a speed bump petition received on September 30, 2015 provided by Maria Hensley on behalf of homeowners within the community who are against the installation of a speed bump that was removed on Sonrisa. The Board scheduled a special meeting for Monday, November 16, 2015 at 7:00 PM located at 2 Rincon. The membership will be notified of the meeting.

**XI. NEXT MEETING ANNOUNCEMENT**

The next Board meeting will be held on November 10, 2015 at 7:00 p.m. at 37 Sonrisa.

**XII. 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 9:18 p.m.

ATTEST:

David J. Melvold  
Secretary

Dec. 8, 2015  
Date