

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
DECEMBER 8, 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 December 8, 2015 at 15 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:

Joshua Scott, CMCA[®], AMS[®] Senior Managing Agent, Total Property Management, Inc.

III. CALL TO ORDER

A quorum was present, and Board President, Shelley Armstrong called the meeting to order at 7:03 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

There were no homeowners present.

VI. MINUTES

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the October 13, 2015 minutes and the November 10, 2015 special meeting minutes and November 16, 2015 general session minutes with revisions.

VII. TREASURER'S REPORT

A. Financial Status of the Association

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED BY THE BOARD to approve the November 2015 financial statement.

The Board noted that the 2016 Approved Annual Budget was mailed to the homeowners on November 18, 2016.

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. The Board asked management to request that the Committee provide an anticipated cost in expenses for the 2016 fiscal year end.

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.

Address:	Name:	Project:	Status:
1 Puerto	Likens	Hardscape	In progress
Homeowner was requested to submit an architectural application for the installation of plant material in the new planter bed on La Dera.			
1 Vispera	Lui	Paint, Stucco, Garage Door Replacement, Roof	In progress
No updates at this time.			
1 Sonrisa	Lee	Roof, Windows, Stucco, Paint	In progress
No updates at this time.			
8 Vispera	Parsons	Paint, Stucco	In progress
No updates at this time.			
13 Redonda	Davenport	Front Door	Completed
8 Trovita	Katt	Window above front door	Approved
Approval on 8/25/15			
11 Redonda	Shen	Paint, Roof	Unable to confirm at this time
15 Ramada	Rezai	Paint	Completed
7 Rincon	Slots	Artificial Turf	In progress
9 Ramada	Peters	Artificial Turf	Completed
13 Redonda	Davenport	Windows Replacement	In progress
Approved on 11/20/15			
12 Vispera	Thompson	Windows Replacement	In progress
Application stated 14 windows, there are 32 total. Approved on 9/2/15			
8 Trovita	Katt	Solar Panels	Approved
Approved on 11/5/15			
16 Ramada	Cheeseman	Windows Replacement	Submitted
Application submitted on 11/30/15			
17 Sonrisa	Brenkman	Painting of Trim	Submitted
Application submitted on 12/1/15			

D. Landscape Committee

Park West Weekly Landscape Reports

There were no reports made by the Landscape Committee.

The Board reviewed correspondence from Park West Landscape regarding the square footage for the proposed turf removal at the triangle park. The Board asked management to have Park West re-measure the entire potable water area to ensure that this is the correct square footage amount.

E. Project 5B Committee

There were no reports made by the Project 5B Committee.

F. Building and Grounds Committee

There were no reports made by the Building and Grounds Committee.

X. BOARD DISCUSSION/MANAGEMENT REPORT

A. Landscape Proposals/Turf Removal/Water Saving Options

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

B. Repairs to Men's Restroom

The Board reviewed several proposals for repairs to the men's restroom window and drywall; however, the bids were not commensurable.

C. Monthly Pest Control

The Board reviewed a proposal for monthly pest control services. The Board asked management to obtain a proposal for quarterly maintenance and to ensure that the BBQ counters are not sprayed. Additionally, the Board wants to ensure a business card can be left at 24 Sonrisa after each visit.

D. Personal Touch Updated Contract

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED to approve the updated contract provided by Personal Touch Cleaning.

E. Property Damage Release

The Board reviewed and signed the property damage release form that was provided by the representative for the City of Irvine for damage caused to the Association's property in the amount of \$600. The City has agreed to reimburse the Association for the damages.

F. Vendor Insurance Certification Program

The Board reviewed correspondence from Tom Jordan, the Association's handyman, and ASCI, the Association's pool and tennis access system vendor, indicating that they do not wish to participate in the vendor certification program. Management advised against utilizing the services of the vendors to ensure that the Association is protected in the event that an incident occurs on the property. The Board informed management that they still wish to utilize the vendor's services.

G. Spa Re-Plaster Project

The Board reviewed correspondence from the Alan Smith Pools in regards to the spa re-plaster project. The vendor asked the Board what color tiles they prefer to use. The Board informed management that they wish to use black tiles.

H. Homeowner Request

The Board reviewed correspondence from 20 Vispera requesting the removal of trees adjacent to their property as they believe the trees are a safety hazard. The Board asked management to obtain the opinion of the Association's landscape vendor and a proposal for the removal of the trees.

The Board reviewed correspondence from 35 Sonrisa requesting the removal of pine trees behind their property as they indicated they are allergic to the trees. The Board asked management to inquire if the City of Irvine would accommodate this request and also find out the exact species of tree.


XI. NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on January 12, 2016 at 7:00 p.m. at 24 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 8:45p.m.

ATTEST:



Secretary



Date