

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
JANUARY 12, 2016**

**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 January 12, 2016 at 24 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, CMCA®      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 7:08 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 BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD to approve the December 8, 2015 general session minutes with revisions.

**VII. TREASURER'S REPORT**

**A. Financial Status of the Association**

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the December 2015 financial statement.

**B. 2015 Audit and Tax Returns**

A MOTION WAS DULY MADE BY GARY BRNKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the engagement letter provided by VanDerPol & Company to complete the Association's 2015 Audit and Tax Return Preparation in the amount of \$1,000 along with the need to identify Total Property Management under management signature.

**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 thank the committee for their continued support and provide the committee members with the Annual Budget as approved for Social Events.

**B. Traffic Safety Committee**

There were no reports made by the Traffic Safety Committee.

**C. Architectural Committee**

The Architectural Committee reported that Monica Younger is no longer on the Architectural Committee as she is no longer a homeowner within the community. The Board noted that a vacancy exists and that they will seek a replacement.

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

*[Key: 1) Submitted; 2) Approved; 3) In progress; 4) In progress 100%; 5) Completed]*

Address:	Name:	Project:	1	2	3	4	5
1 Puerto	Likens	Hardscape	x	x	x	x	
1 Vispera	Lui	Paint, Stucco, Garage Door Replacement, Roof	x	x	x		
1 Sonrisa	Lee	Roof, Windows, Stucco, Paint	x	x	x		
8 Vispera	Parsons	Paint, Stucco	x	x	x	x	
8 Trovita	Katt	Window above front door	x	x			
11 Redonda	Shen	Paint, Roof	x	x			
7 Rincon	Slots	Artificial Turf	x	x	x	x	
13 Redonda	Davenport	Windows Replacement	x	x	x		
12 Vispera	Thompson	Windows Replacement	x	x	x	x	
8 Trovita	Katt	Solar Panels	x	x			
16 Ramada	Cheeseman	Windows Replacement	x	x			
17 Sonrisa	Brenkman	Painting of front door trim	x	x	x	x	x

**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 cost for damage control services due to El Nino.

The Board asked management to obtain square footage from Park West of only what turf is to be replaced on the proposal for the triangle park and to request that Park West plot exactly on an enlarged map what would be replaced.

**E. Project 5B Committee**

David Melvold reported that he had a conversation with the Irvine Company regarding the possible monument sign for Project 5B.

**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 February Board meeting.

**B. Tree Removal Proposal**

The Board reviewed a proposal provided by Park West for the removal of two (2) trees and the trimming of one (1) tree adjacent to 20 Vispera in the amount of \$2,650. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal.

**C. Monthly Pest Control**

The Board reviewed a proposal from Accurate Pest Control for pest control throughout the Association's pool area. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the semi-monthly option in the amount of \$50 per service month.

**D. Repairs to Men's Restroom**

The Board reviewed several proposals for repairs to the mens restroom. The Board tabled the proposals as they have tasked the Building and Grounds Committee to provide a list of components that need improvement in the restroom. The Board asked management to thank the vendors for submitting their proposals.

**E. Roof Repairs at Pool Restrooms**

The Board reviewed several proposals for repairs to Association's Pool House Roof. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal provided by Antis Roofing in the amount of \$590 and to ask Antis what the nature of the leak is. Additionally, the Board requested that the missing bird stops be replaced.

**F. Ratification of Approved Proposals**

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to ratify the following proposals that were approved between meetings as they were deemed an emergency:

- Decksides Pool Service: PVC Replacement at the spa in the amount of \$265; and
- Decksides Pool Service: Repairs to spa to improve flow rate in the amount of \$614.25.

**G. Homeowner Request**

The Board reviewed a request dated November 1, 2015 from the homeowner of 35 Sonrisa to remove the pine trees located behind their home as they have an allergy to this type of tree. The Board asked management to pull the correspondence that was sent to the homeowner on February 13, 2014 and July 17, 2014. The Board will respond within thirty (30) days.

**H. Changing of Light Bulbs**

The Board reviewed correspondence from Personal Touch, the Association's janitorial vendor, regarding the change in their insurance which prevents them from being able to change the Association's light bulbs. The Board asked management to request if they can continue to report when they see a light out and to obtain a proposal from Protek to replace the lights on their monthly visits.

**XI. NEXT MEETING ANNOUNCEMENT**

The next Board meeting will be held on February 9, 2016 at 7:00 p.m. at 2 Rincon.

**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 8:49 p.m.

**ATTEST:**

Shelley Pennington  
Secretary

3/3/16  
Date