

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
FEBRUARY 9, 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 February 9, 2016 at 2 Rincon, Irvine, CA.

**II. ATTENDANCE**

**Members Present:**

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

**Also Present:**

Tiani Bobitch, CMCA®      Managing Agent, Total Property Management, Inc.

**III. CALL TO ORDER**

A quorum was present, and outgoing President, Shelley Armstrong called the meeting to order at 7:07 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 was one (1) homeowner present and the following Association related concerns were raised:

- Request for a community yard sale.

**VI. MINUTES**

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the January 12, 2016 general session minutes with revisions.

**VII. TREASURER'S REPORT**

**A. Financial Status of the Association**

The January 2016 financial statements were tabled until the next Board meeting as they were not made available for review.

**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 Architectural Committee reported that there is a vacancy on the committee which they will be seeking a volunteer for this position.

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]*

<b>Address:</b>	<b>Name:</b>	<b>Project:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1 Puerto</b>	Likens	Hardscape – front, back and side	x	x	x	x	
<b>1 Vispera</b>	Lui	Paint home, replace siding with stucco and veneer, garage door replacement, replace roof and windows	x	x	x		
<b>1 Sonrisa</b>	Lee	Replacement of roof, replacement of windows, replace siding with stucco	x	x			
<b>1 Redonda</b>	Zucker	Install Solar Panels	x	x	x	x	x
<b>5 Rincon</b>	Ideno	Painting entire house	x	x	x	x	
<b>7 Rincon</b>	Slots	Install Artificial Turf	x	x	x	x	
<b>8 Vispera</b>	Parsons	Paint entire house, replace siding with stucco	x	x			
<b>8 Trovita</b>	Katt	Replace Window above front door	x	x			
<b>8 Trovita</b>	Katt	Install Solar Panels	x	x	x	x	
<b>9 Ramada</b>	Peters	Install Artificial Turf in front yard with hard and soft-scape	x	x	x	x	
<b>11 Redonda</b>	Shen	Paint entire house, Roof	x	x			
<b>13 Redonda</b>	Davenport	Windows Replacement, 3 total	x	x	x	x	x
<b>12 Vispera</b>	Thompson	Windows Replacement, 32 total	x	x	x	x	
<b>15 Ramada</b>	Rezai	Painting entire house	x	x	x	x	
<b>16 Ramada</b>	Cheeseman	Windows Replacement, 32 total	x	x	x		
<b>17 Sonrisa</b>	Brenkman	Painting Trim only	x	x	x	x	x
<b>25 Sonrisa</b>	Zhu	Install Solar Panels	x				

**Adjourned to Annual Meeting**

The meeting adjourned at 7:50 p.m. to reconvene the Annual Meeting and Election

**Meeting Reconvened**

The general session meeting reconvened at 7:54 p.m.

### **Organizational Meeting**

The following positions were announced:

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

### **D. Landscape Committee**

#### **Park West Weekly Landscape Reports**

There were no reports made by the Landscape Committee.

Due to a change in landscape supervision, there were no weekly required reports provided by Park West Landscape. Monthly reports were provided in their place. Management advised the Board that this error was communicated to the new Landscape supervisor and the weekly reports will resume in the March 2016 Board packet.

### **E. Project 5B Committee**

There were no reports made by the 5B Committee.

### **F. Building and Grounds Committee**

The Building and Grounds Committee came before the Board to discuss Improvement Projects and a possible special assessment. The following components were discussed: pool house; bathrooms; pump room; pool deck; pool structure; surrounding walk ways around pool, tennis court and tot lot. The Board asked management to speak with Adams Bros, a pool remodel vendor, to see if they have a recommended architect that they use for these types of projects.

## **X. BOARD DISCUSSION/MANAGEMENT REPORT**

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

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

### **B. Insurance Coverage**

The Board reviewed a proposal provided by Armstrong/Robiaille/Riegle for the renewal of the Association's insurance in the amount of \$6,309. A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal.

The Board also reviewed an unsolicited proposal for Terrorism Coverage. The Board rejected the proposal.

### **C. Architectural Review for Architectural Applications**

The Board reviewed proposals from Smith Architect and Banco Architect. The Board tabled these proposals and asked management to obtain an additional proposal as well as request the Banco Architect provide either a flat rate or an estimated review time for review of architectural applications.

**D. Sidewalk at 20 Vispera**

The Board reviewed a proposal from Cox Contracting Services for removal and replacement of failing concrete in the sidewalk in front of 20 Vispera. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal in the amount of \$825.

**E. Spring Cleaning Proposal**

The Board reviewed an unsolicited proposal from Personal Touch Janitorial, the Association's janitorial vendor, for spring cleaning. The Board rejected the proposal.

**F. Water Fill Timer Replacement**

The Board reviewed a proposal from Deckside Pool Service for replacement of the water fill timer. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal in the amount of \$152.48

**G. Electrical Repairs**

The Board reviewed a proposal from Pro-Tek Lighting for diagnosing electrical repairs in the amount of \$1,000 and a for diagnosing and providing drawings and a detailed report in the amount of \$2,500. The Board asked management to have additional electrical contractors provide a proposal for similar diagnosis and documentation including drawings.

**H. Squirrel Abatement**

The Board reviewed a proposal for monthly serviced bait stations at the Association's tot lot from Accurate Pest Control. A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal in the amount of \$84 for initial setup and \$42 per month.

**I. Fence Repair Change Order**

The Board reviewed a change order provided by Cox Contracting Services for additional fence repairs in the amount of \$4,710. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the change order.

**J. Vehicle Access Gate Repair**

The Board reviewed a change order provided by Cox Contracting Services for repairs to the Association's vehicle access gate along La Dera in the amount of \$580. A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to approve the change order.

**K. Ratification of Approved Proposals**

A MOTION WAS MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to ratify the following proposals as they were approved between Board meetings due to an emergency or within the allotted approval amount for management:

- Alan Smith Pools: Rebuild Hollow Seats in Spa \$800;
- Decksider Pool: Acid Wash Spa Tiles \$184;
- ProServ Plumbing: Leaking Toilet and Faucet \$412.

**L. AT&T Contract Renewal**

The Board reviewed correspondence from AT&T regarding their contract coming up for renewal. A MOTION WAS MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve to renew the contract for the pool area for local service only in the amount of \$50 per month and the main vehicle access gate for long distance in the amount of \$65 per month.

**M. Sunset Property Services**

A MOTION WAS MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to approve to continue services with Sunset Property Services for street sweeping.


**XI. NEXT MEETING ANNOUNCEMENT**

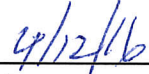
The next Board meeting will be held on March 3, 2016 at 7:00 p.m. at 17 Sonrisa.

**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 9:41 p.m.

**ATTEST:**

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date