

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
MARCH 3, 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 March 3, 2016 at 24 Sonrisa, Irvine, CA.

**II. ATTENDANCE**

**Members Present:**

David Melvold	President
Don Flick	Vice President
Shelley Armstrong	Secretary (entered at 7:50 p.m.)
Richard Lombardi	Member at Large

**Also Present:**

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

**Members Absent:**

Gary Brenkman                              Treasurer

**III. CALL TO ORDER**

A quorum was present, and Board President, David Melvold, called the meeting to order at 7:01 p.m.

**IV. HOMEOWNER FORUM**

There were four (4) homeowners present and the following Association related concerns were raised:

- Interest in volunteering for the Architectural Committee;
- Interest in building a second story;
- Request for removal of trees adjacent to 20 Vispera; and
- A request for reconsideration of the reimbursement for water system backflow damage.

Homeowner forum was closed at 7:27 p.m.

**V. 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.

**VI. MINUTES**

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD to approve the February 10, 2016 general session minutes with revisions.

**VII. TREASURER'S REPORT**

**A. Financial Status of the Association**

The January and February 2016 financial statements were tabled until the next Board meeting as the Board treasurer was not present.

**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; however, a meeting is being held this evening to develop the Social Calendar for 2016.

**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. The Committee also reported that a vacancy still remains.

Management verified that they are able to handle deposits and refunds related to implementation of deposits associated with architectural applications should the Rules and Regulations be changed to include such.

*[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 – front, back and side	x	x	x	x	
1 Vispera	Lui	Install brown vinyl windows	x	x	x		
1 Vispera	Lui	Install garage door	x	x	x		
1 Vispera	Lui	Replace siding and install stucco/veneer tile, paint	x	x	x		
1 Vispera	Lui	Front door replacement, skylight removal and replacement of windows	x				
1 Sonrisa	Lee	Replacement of windows	x	x	x		
1 Sonrisa	Lee	Replacement of Roof	x	x	x		
1 Sonrisa	Lee	Replace siding with stucco	x	x	x		
1 Sonrisa	Lee	Painting of entire home	x	x	x		
1 Sonrisa	Lee	Front door replacement	x	x	x		
1 Redonda	Zucker	Install solar panels	x	x	x	x	
5 Rincon	Ideno	Painting entire house	x	x	x	x	
7 Rincon	Slots	Install artificial turf	x	x	x	x	
7 Rincon	Slots	Installation of black window screens to prevent sun damage to artificial turf	x				
8 Vispera	Parsons	Paint house, replace siding with stucco	x	x	x	x	x
8 Trovita	Katt	Replace window above front door	x	x	x	x	x
8 Trovita	Katt	Install solar panels	x	x	x	x	x
9 Ramada	Peters	Install artificial turf in front yard with hard and soft-scape	x	x	x	x	
11 Redonda	Shen	Paint entire house	x	x			

<b>11 Redonda</b>	Shen	Installation of new roof	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>25 Sonrisa</b>	Zhu	Install solar panels	x	x		

**D. Landscape Committee**

**Park West Weekly Landscape Reports**

There were no reports made by the Landscape Committee.

There were only two (2) required weekly reports for February This followed none for December and only a monthly report for January. The Board asked management to ensure that these are included in the next Board packet and to inform Park West that if the reports continue to not be generated, the Board may be forced to prorate their monthly contract payments accordingly as the reports are required per the contact.

**E. Project 5B Committee**

David Melvold reported that the Irvine Company reached an agreement with the Public Works department for the responsibility of the termination of Hicks Canyon. Per the City, it was resolved that The Irvine Company will be responsible for the improvements and the Project 5B Master Homeowner Association will be responsible for the maintenance.

David Melvold also reported that he spoke with Manuel Gomez, Director of Public Works, City of Irvine, regarding the installation of the Northwood Village monument sign along West Bound Irvine Blvd. Manuel Gomez stated that the City of Irvine has agreed to install the sign at their expense.

**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 indefinitely.

**B. Backflow Cage Proposal**

The Board reviewed a proposal from ProServ Plumbing for the installation of a backflow cage on the backflow at the end of Ramada in the amount of \$3, 125. The Board declined the proposal. The Board requested that management ask a vendor if they are able to pour concrete to encapsulate the PVC elbow to strengthen it below the ground to provide it more support in lieu of the backflow cage.

**C. Termite Treatment Proposal**

The Board reviewed a proposal for the treatment of termites in the Association's pool house. The Board tabled the proposal until a full inspection could be completed as the vendor did not have access to certain areas of the pool house.

**D. Monthly Pool Maintenance Proposals**

The Board reviewed several proposals for monthly pool and spa maintenance. The Board tabled the proposals pending additional clarification on Title 22 and until Gary Brenkman is present at a meeting as the proposals were requested by him.

**E. Painting of Common Area Fences**

The Board reviewed several proposals for the painting of the Association's common area fences. The Board asked management to research if Cox Contracting's proposal includes one (1) or two (2) coats of paint as it is not clear. Additionally, the Board asked management to request that Empire Painting revise their proposal to reflect two (2) coats of paint. Lastly, the Board requested management to ask the vendors how much drying time is required between coats.

**F. Concrete Replacement Proposals**

The Board reviewed several proposals for the replacement of the walk way concrete with concrete and/or brick ribbon and pavers. The Board asked management to ask Cox Contracting to clarify if they are only proposing specific slabs or all of the concrete. The Board asked management to set up a job walk with Cox Contracting Services, CPR Construction and Brooker Associates to get an apples-to-apples proposal from each vendor. The Board requested that the proposals only reflect the walk ways between Ramada and Redonda. This item was tabled indefinitely.

**G. Electrical Repairs**

The Board reviewed, but tabled, several proposals for the repair of the electrical at the Association's front entrance gates.

**H. Architect Review Services**

The Board reviewed several proposals for architectural application review. The Board tabled these proposals as David Melvold would like to contact some of the references from Smith Architects. Shelley Armstrong will provide the names of the Associations that are similar communities to Canyon Creek Homeowners Association.

**I. Future Reimbursement Requests**

The Board directed management to send a request for reimbursement letter to homeowners who have caused damage to the Common Area prior to any decision on the need for assessment of a hearing.

**J. Shine Illumination Correspondence Regarding Electrical Issue**

The Board reviewed correspondence from Shine Illumination (previously Christmas Light Pros) regarding the electrical damage to the Association's front entrance electrical. David Melvold indicated that he would contact the vendor to discuss the issue.

**K. Homeowner Request for Tree Trimming/Removal**

The Board reviewed a request from the homeowner of 20 Vispera for the removal of trees adjacent to their home. The Board had previously removed two (2) trees and trimmed One (1) tree adjacent to the homeowner's property as advised by the Association's landscape vendor. In an emailed dated February 24, 2016, the homeowner is requesting the removal of two (2) additional trees including a Eucalyptus and a Tristania. The Board decided that they will not remove any additional trees; however, they will request a proposal from the Association's landscape vendor to trim the trees far back enough

without causing harm to the trees. A MOTION WAS MADE BY SHELLEY ARMSTRONG, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to provide management with a not to exceed amount of \$200 for the trimming of the trees. If the proposal exceeds this amount, then the Board will review this proposal at the next Board meeting.

The Board reviewed a response drafted by Don Flick to the homeowner of 35 Sonrisa regarding their request for the removal of pine trees behind their home. The Board approved for management to send the correspondence.

**L. Accent Automated Gates Contract Renewal**

A MOTION WAS MADE BY SHELLEY ARMSTRONG, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve to continue services with Accent Automated Gates.

**M. Pending Approved Projects**

The Board reviewed the status updates on the following approved and pending projects:

- Sidewalk at 20 Vispera – completed;
- Water fill timer replacement – completed;
- Squirrel abatement – bait stations to be installed on March 4, 2016;
- Fence repair change order – pending;
- Vehicle access gate repair – completed;
- Pool fencing repairs – started and pending completion;
- Restroom roof repairs – completed, pending proposal for bird stops;
- Spa re-plaster – completed;
- Mens restroom sink and toilet repairs – completed;
- Tree Trimming at 20 Vispera – completed.

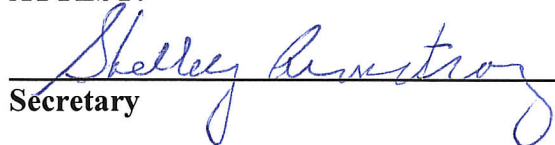
**XI. NEXT MEETING ANNOUNCEMENT**

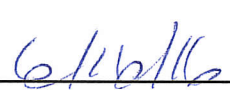
The next Board meeting will be held on April 12, 2016 at 7:00 p.m. at 37 Sonrisa.

**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 9:05 p.m.

**ATTEST:**

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Date