

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
APRIL 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 April 12, 2016 at 17 Sonrisa, Irvine, CA.

II. ATTENDANCE

Members Present:

David Melvold	President
Gary Brenkman	Treasurer
Shelley Armstrong	Secretary (entered at 8:00 p.m.)
Richard Lombardi	Member at Large

Also Present:

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

Members Absent:

Don Flick Vice President

III. CALL TO ORDER

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

IV. HOMEOWNER FORUM

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

- Denial for architectural application of window screen installation;
- Concerns regarding pool use and recommendation for a pool sub-committee;
- Request for removal of pine trees behind homes;
- Request for tree trimming.

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 DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to approve the March 3, 2016 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 DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to approve the January, February and March 2016 Financial Statements.

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. The Committee also reported that two vacancies still remains.

[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	x	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		
5 La Dera	Thornton	Windows Replacement – all windows	x				
1 Redonda	Zucker	Install solar panels	x	x	x	x	
5 Ramada	Amin	Windows Replacement – new style – <i>denied</i>	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 - <i>denied</i>	x				
8 Vispera	Parsons	Paint house, replace siding with stucco – <i>only painted front of home</i>	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			
11 Redonda	Shen	Installation of new roof	x	x			
12 Vispera	Thompson	Windows replacement, 32 total	x	x	x	x	

15 Ramada	Rezai	Painting entire house	x	x	x	x	
16 Ramada	Cheeseman	Windows replacement, 32 total	x	x	x		
25 Sonrisa	Zhu	Install solar panels	x	x			

D. Landscape Committee

Park West Weekly Landscape Reports

There were no reports made by the Landscape Committee.

E. Project 5B Committee

No reports were 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. Reimbursement for Social Committee Event

A MOTION WAS MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve the reimbursement for the Easter Egg Hunt in the amount of \$133.74 to Jeri Chinarian.

B. Payment for Fence Repairs from Reserves

A MOTION WAS MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to pay the following invoices from Cox Contracting Services from the Association's reserves:

- Perimeter fence repairs \$15,392.50;
- Vehicle access gate post repairs \$580;
- Pool fence repairs \$1,435; and
- Change order to perimeter fence repairs \$4,710.

C. Landscape Proposals/Turf Removal/Water Saving Options

The Board tabled the proposals for water saving options indefinitely.

D. Painting of Association Fences

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal from Cox Contracting Services for the painting of the Association's perimeter fencing and pool area fencing (with the exception of the fencing along La Dera) with Rust-Oleum Metallic Bronze in the amount of \$6,480.

E. Electrical Repairs

The Board reviewed several proposals for the troubleshooting of an electrical issue at the Association's entrance gates. The Board asked management to request that all vendors revise their proposals to reflect permitting on their scopes. These proposals have been tabled until the revised proposals are received.

F. Architect Review Services

The Board reviewed several proposals for architectural review services. The Board tabled the proposals until the Association's rules and regulations have been completed.

Director Entered Meeting:

Shelley Armstrong entered the meeting at 8:00 P.M.

G. Patrol Services

The Board reviewed correspondence from Master Protection Services issuing a thirty (30) day notice of termination to the Association due to the changing nature of the contract security industry as it relates to increasing regulations and costs. The Board reviewed several proposals from additional vendors as well as a proposed increased service proposal from Master Protection Services. A MOTION WAS MADE BY GARY BRENKMAN, SECONDED BY RICHARD LOMBARDI AND UNANIMOUSLY CARRIED BY THE BOARD to approve the contract from California Coastal Patrol in the amount of \$14,659 per year contingent revising section 1H of the contract, change "Respond to calls by Board..." to "Respond to calls by Board, Management or Homeowners..." as well as a satisfaction of references provided.

H. Discussion Regarding Pool Use

A homeowner had come before the Board to voice their concerns regarding illegal activity in the Association's pool area. The homeowner suggested forming a pool sub-committee to help mitigate the issue. The Board asked management to include the formation of a committee in the May meeting agenda.

I. Draft 2015 Audit

The Board reviewed the draft 2015 Audit provided by VanDerPol & Company. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD to approve the draft study contingent to the CPA providing an explanation of the taxes.

J. Brick Caps Repair

The Board reviewed, but tabled, a proposal for the replacement and repair of brick caps around the Association's perimeter from Cox Contracting Services in the amount of \$795. The Board asked management to obtain additional proposals.

K. Lighting Issue

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal provided by Pro-Tek for lighting repairs to the Association's bollards in the amount of \$1,350 contingent to the vendor clarifying what the repair is going to be.

L. Hard Trim of Association Trees

The Board reviewed a proposal for a hard trim of trees adjacent to 20 Vispera in the amount of \$670 as requested by the homeowner. The Board did not approve the proposal. The Board asked management to inform the homeowner that the cost is not feasible and that they will be trimmed during the next scheduled tree trimming.

M. Lever for La Dera Pedestrian Gate

The Board reviewed a proposal for the replacement of the knob at the Association's pedestrian gate located on La Dera in the amount of \$897.62. The Board asked management to obtain additional proposals.

N. Concrete Pad at Backflow Device

The Board reviewed a proposal for the installation of a concrete pad at the backflow device located on Ramada. The Board did not approve the proposal.

O. Pool Maintenance and Title 22 Requirements

The Board reviewed several proposals for monthly pool maintenance with the inclusion of the Title 22 Requirements. Management advised the Board to move forward with the additional service in order to comply with the new requirements. A MOTION WAS MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to continue the existing services without the Title 22 requirements.

P. Inspector of Election Services

A MOTION WAS MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal provided by Accurate Voting Services for inspector of election services in the amount of \$527.60 plus meeting attendance fees.

Q. Revised Rules and Regulations

The Board tabled the revised rules and regulations and will schedule a special meeting to go over these.

R. Shine Illumination Invoice

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve payment of the invoice to Shine Illumination, previously The Christmas Light Pros, in the amount of \$875. The Board asked management to avoid obtaining a proposal from this vendor in the future due to dissatisfaction of performance received.

S. Records Request from City of Irvine

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve a minimal fee for obtaining records from the City of Irvine for pool house plans.

T. Wall and Trees near 25 Sonrisa

The Board asked management to request that the homeowner remove and stump grind the tree that is causing the Association's block wall to split and to remove the strap that is attached to another one of their trees and an Association tree.

U. Maintenance of Hedges/Vines on Walls Adjacent to Community Common Areas

The Board asked management to send a letter to 18 Sonrisa and inform them that an issue came up in a Board meeting that there may be confusion as to who's responsibility the hedges are along the Association's common area. The Board asked management to inform the homeowner that anything that is irrigated by the homeowners is the homeowner's responsibility to maintain.

V. Community Yard Sale

A MOTION WAS DULY MADE BY RICHARD LOMBARDI, SECONDED BY SHELLEY ARMSTRONG AND CARRIED BY THE BOARD WITH DAVID

MELVOLD OPPOSING to have a community yard sale. Shelley Armstrong volunteered to organize the event.

W. Status on Approved Projects

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

- Squirrel abatement – completed;
- Fence repair change order – completed;
- Pool fencing repairs – completed; and
- Restroom roof repairs – completed.

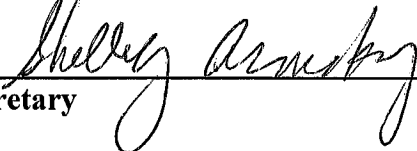
XI. NEXT MEETING ANNOUNCEMENT

The next Board meeting will be held on May 10, 2016 at 7:00 p.m. at 15 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 9:15 p.m.

ATTEST:



Secretary



Date