

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
MAY 10, 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 May 10, 2016 at 17 Sonrisa, Irvine, CA.

II. ATTENDANCE

Members Present:

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

Also Present:

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

Members Absent:

David Melvold President

III. CALL TO ORDER

A quorum was present, and Board Vice-President, Don Flick, called the meeting to order at 7:06 p.m.

IV. HOMEOWNER FORUM

There were no homeowners present.

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.
- An announcement was made that the Board of Directors, on advice from legal counsel, approved for KOA Consulting, a third party safety consultant, to complete a traffic study of the Association in the amount of \$3,200 at the April 12, 2016 Executive Session Meeting. The report is expected to be received and reviewed by the Board at the June 2016 Board meeting.
- **Collection Matters**
The Board reviewed and discussed collection matters in executive session.

VI. MINUTES

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the April 12, 2016 general session minutes.

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND PASSED BY THE BOARD WITH RICHARD LOMBARDI ABSTAINING AS HE WAS ABSENT to approve the April 19, 2016 Special Meeting Minutes.

VII. TREASURER'S REPORT

A. Financial Status of the Association

Financial Statements were not yet made available.

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	x	
1 Vispera	Lui	Install garage door	x	x	x	x	
1 Vispera	Lui	Replace siding and install stucco/veneer tile, paint	x	x	x	x	
1 Vispera	Lui	Front door replacement, skylight removal and replacement of windows	x	x	x	x	
1 Sonrisa	Lee	Replacement of windows	x	x	x	x	
1 Sonrisa	Lee	Replacement of Roof	x	x	x	x	
1 Sonrisa	Lee	Replace siding with stucco	x	x	x	x	
1 Sonrisa	Lee	Painting of entire home	x	x	x	x	
1 Sonrisa	Lee	Front door replacement	x	x	x	x	
1 Redonda	Zucker	Install solar panels	x	x	x	x	
5 Redonda	Baden	Replace windows – current style	x	x	x	x	
5 La Dera	Thornton	Windows Replacement – 2 windows	x	x	x	x	
5 Rincon	Ideno	Painting entire house	x	x	x	x	
7 Rincon	Slots	Install artificial turf	x	x	x	x	
8 Vispera	Parsons	Painting entire home – only painted front	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	x	
25 Sonrisa	Zhu	Install solar panels	x	x	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.

G. Welcoming Committee

There were no reports made by the Welcoming 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. Termite Damage Repairs

The Board reviewed a proposal for dry-rot repairs to the Association's pool house provided by Accurate Termite and Pest Control in the amount of \$1,875. The Board asked management to obtain additional proposals and research if this includes the painting of the wood.

C. Termite Treatment for Pool House

The Board reviewed a proposal from Accurate Termite for wood repairs caused by termite damage as well as rodent clean-up for the pool house. The Board asked management to obtain additional proposals and table the matter until the June meeting.

D. Rodent Droppings Clean-Up

The Board reviewed a proposal for the clean-up of rodent droppings in the Association's pool house provided by Accurate Termite and Pest Control in the amount of \$1,870. The Board asked management to obtain additional proposals.

E. Patrol Services

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the commencement of services from California Coastal Patrol as approved in the April Board meeting.

F. Missing Caps Along Brick Wall

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal provided by Humburg & Associates for the replacement of missing brick caps along the Association's perimeter wall in the amount of \$175 contingent to the Board reviewing a sample of the brick prior to installation.

G. Lever for La Dera Pedestrian Gate

The Board reviewed several proposals for the replacement of the knob at the pedestrian gate on La Dera with a lever. The Board did not approve the proposals. The Board will consider replacing the knob with a lever when the lock requires repair or replacement.

H. Bird Stops

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the proposal from Antis Roofing and Waterproofing for the replacement of bird stops on the Association's pool house roof in the amount of \$690.

I. Recommended Meter Replacement

The Board reviewed a proposal from Pro-Tek Electrical for the recommended replacement of a meter within the Association in the amount of \$2,937.80 plus a permit in an amount not to exceed \$750. The Board asked management to obtain additional proposals and to have the vendors mark the area on a site map. Board member Gary Brenkman volunteered to look at the meter box to assess its condition.

J. Formation of a Committee

A MOTION WAS DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to form a "Pool Safety/Security Committee" to provide oversight and suggestions of pool area security and safety.

K. Appointment of Committee Members

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD to appoint the following members to the "Pool Safety/Security Committee:"

- Mark Daniel
- Jerry Chieng
- Ralph Annunziata
- Chris Pelissie
- John Withers (Chairman)
- Richard Lombardi (Board Liaison)

Appointment of Architectural Committee Members was tabled until the June meeting.

L. Request for Temporary Easement from Irvine Company

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD to approve a temporary easement for the Irvine Company to install irrigation for the landscape at the end of Hicks Canyon which will be maintained by the Eastwood Homeowners Association.

M. Painting of Dog Station and Light Poles

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal from Cox Contracting for painting of the 3 Dog Station posts and 1 light post in the tot lot in the amount of \$750 contingent to two (2) coats being applied.

N. Status on Approved Contracts

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

- Painting of fences – not yet started
- Patrol Services – not yet started

O. Tabled Items

The Board tabled the following items until the June meeting:

- Improvement Projects/Possible Special Assessment
- Turf Removal/Water Saving Options
- Termite Treatment for Pool House
- Rodent Control in Pool House
- Appointment of Architectural Committee Members

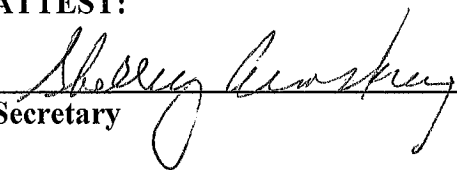
XI. NEXT MEETING ANNOUNCEMENT

The next Board meeting is TBD at 7:00 p.m. at 24 Sonrisa.

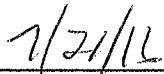
XII. ADJOURNMENT

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 9:00 p.m.

ATTEST:



Secretary



Date