

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
JUNE 16, 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 June 16, 2016 at 24 Sonrisa, Irvine, CA.

II. ATTENDANCE

Members Present:

David Melvold	President
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.

III. CALL TO ORDER

A quorum was present, and Board President, David Melvold, called the meeting to order at 7:03 p.m.

IV. HOMEOWNER FORUM

There were five (5) homeowners present and the following Association related concerns were raised:

- Condition of the Puerto fence;
- Vehicles speeding within the community;
- Concerns regarding the speed bump.

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 RICHARD LOMBARDI AND UNANIMOUSLY PASSED BY THE BOARD to approve the March 3, 2016 general session minutes with revisions.

A MOTION WAS DULY MADE BY GARY BRENKMAN, SHELLEY ARMSTRONG AND DON FLICK ABSTAINING AS THEY WERE ABSENT to approve the June 4, 2016 Special Meeting Minutes.

The minutes of the May 10, 2016 General Session meeting were not approved as they required several revisions.

VII. TREASURER’S REPORT

A. Financial Status of the Association

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to approve the unaudited April 2016 financials.

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the unaudited May 2016 financials.

VIII. LIEN APPROVAL

There were no eligible accounts presented at this time.

IX. COMMITTEE REPORTS

A. Social Committee

The next event is the Dive-In Movie Night and is scheduled for June 17, 2016 at the pool.

B. Traffic Safety Committee

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD to allow the committee to appoint additional committee members to assist with and review the traffic safety study provided by KOA Consulting.

C. Architectural Committee

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

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY SHELLEY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD to appoint Ruth Ann Evans to the Architectural Committee to replace the position of Gary Brenkman. The Chair acknowledged that there is one seat remaining.

[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 Vispera	Lui	Painting – entire house	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	
5 Ramada	Amin	Garage door replacement	x	x	x		
5 Ramada	Amin	Front door replacement	x	x	x		
5 Ramada	Amin	Painting – Entire home	x	x	x		
5 Ramada	Amin	Replace stucco with flagstone in front	x	x	x		
5 Ramada	Amin	Windows replacement – all, new style	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	x	x	
11 Redonda	Shen	Installation of new roof	x	x	x	x	
12 Vispera	Thompson	Windows replacement, 32 total	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

Landscape reports were received for weeks ending in May 6, 13, 20 and 27.

E. Project 5B Committee

David Melvold reported that, on behalf of the Canyon Creek Homeowners Association, he signed the Entry Permit for the Irvine Company to install sidewalk and landscape at the termination of Hicks Canyon. A copy of the executed agreement was provided to management. David Melvold also reported that the landscape on the Paseo near Puerto will be installed sooner than the Association will have the fence repaired/replaced. Robin Leftwich of The Irvine Company was to discuss this schedule conflict with The Irvine Company's Project 5B manager, Tom Heggi, yesterday but the meeting was postponed. Ideas on coordination will be expected to be forthcoming later.

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.

H. Pool Safety/Security Committee

There were no reports made by the Pool Safety/Security Committee.

X. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

- A. Replace Missing Wall Caps – Pending
- B. Replacement of Bird Stops at Pool House – Completed
- C. Painting of Dog Station Posts and Light Pole – Completed
- D. Painting of Fences at Front Gates – Completed
- E. Squirrel Abatement – Pending

XI. BOARD DISCUSSION/MANAGEMENT REPORT

A. Review of Draft Traffic Study

The Board reviewed the draft traffic study provided by KOA Consulting. The Board asked management to obtain additional information for the Traffic Committee to review at the July Board meeting. This item will be continued until the July meeting.

B. Landscape Proposals/Turf Removal/Water Saving Options

The Board tabled the proposals for water saving options indefinitely.

C. Annual Tree Trimming

The Board reviewed a proposal for the 2016 tree trimming from Park West Landscape in the amount of \$4,435. The Board asked management to research why Park West did not include the trees at 20 Vispera as previously requested.

D. Squirrel Abatement Proposal

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal from Accurate Termite for two (2) additional bait stations along the back perimeter fence in the amount of \$168 for the initial set up and \$78 per month.

E. Termite Treatment/Rodent Control for Pool House

The Board reviewed several proposals for termite treatment and rodent control within the Association's pool house. The Board asked management to send O'Corra Pest the scope of work from Accurate Termite to ensure that they are proposing the same items. Additionally, the Board asked management to research if both proposals include a final coat of painting for replaced wood. Lastly, the Accurate Termite proposal refers the pool house "and attached property." The Board asked management to obtain clarification on this term.

F. Front Entrance Electrical Issue

The Board reviewed several proposals for the troubleshooting and repairs for the front entrance electrical issue. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposals from Comet Lighting for the repairs in the amount of \$2,500, drawings in the amount of \$500 and an amount of \$500 not to exceed for the necessary permits.

G. Meter Replacement

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD TO decline all proposals for the replacement of the electrical meter at the triangle park as it did not appear necessary to do so.

H. Edison Box and Entrance Keypad Post Painting

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD TO approve the proposal from Cox Contracting to paint the Edison Box and the front entrance keypad posts the same color as the newly painted perimeter fence in the amount of \$285.

I. Lever for La Dera Pedestrian Gate

The Board reviewed several proposals for the replacement of the knob at the La Dera Pedestrian gate with a lever. The Board opted to table these proposals indefinitely as this does not appear to be a necessity so long as the current knob is able to function or be repaired.

J. Puerto Fence Replacement/Repair

The Board reviewed a proposal from Cox Contracting for the several options to replace the fencing at the end of Puerto. The Board asked management to obtain two additional proposals for a 6-foot block wall and a pony wall with wrought iron. Additionally, the Board asked management to request that Cox provide a proposal to remove the existing wrought iron as an Owner expressed concern that it currently poses a safety hazard.

K. Ratification of Approved Proposal

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED TO RATIFY the proposal from Deckside Pool Services for the purchase of a pool testing kit as required by the County Health Department in the amount of \$79.13.

L. California Coastal Patrol Post Orders

The Board was provided the standard post orders provided by California Coastal Patrol and the previous patrol vendors post orders to compare. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve for California Coastal Patrol to temporarily use their standard post orders but to exclude sections 5 and 6 regarding parking and towing. The Board also asked the Pool Safety/Security Committee to review the post orders and inform the Board what they deem is appropriate for the vendor to abide by. David Melvold and Richard Lombardi volunteered to meet and compare the post orders previously used by Master Protection Services and the current ones proposed by California Coastal Patrol.

M. Pool Umbrellas

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve for Shelley Armstrong to purchase umbrellas for the pool area in the amount not to exceed \$500.

N. Homeowner Request for Dog Park

The Board reviewed a request from a homeowner to add a dog park behind the Association's tennis court and pool area. The Board asked management to thank the homeowner for taking the time to put together such a detailed proposal and inform them that the Board is researching the possibility of installing this with the Fire Department.

O. Annual Gate Code Change

The Board indicated that they do not wish to change the gate codes at this time as they were just changed a few months ago.

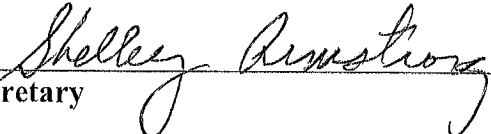
XI. NEXT MEETING ANNOUNCEMENT

The next Board meeting is on July 12, 2016 at 7:00 p.m. at 2 Rincon.

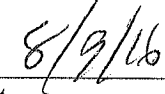
XII. ADJOURNMENT

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 10:00 p.m.

ATTEST:



Secretary



Date