

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
JULY 21, 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 July 21, 2016 at 24 Sonrisa, Irvine, CA.

**II. ATTENDANCE**

**Members Present:**

David Melvold	President
Don Flick	Vice President
Shelley Armstrong	Secretary

**Members Absent:**

Gary Brenkman	Treasurer
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 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.
- **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 minutes of the May 10, 2016 General Session meeting as revised.

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD to approve the minutes of the June 16, 2016 General Session meeting with several revisions.

**VII. TREASURER'S REPORT**

**A. Financial Status of the Association**

The financials were tabled until the August meeting as the Treasurer was absent.

**VIII. LIEN APPROVAL**

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the placement of a lien on APN number 530-151-07.

**IX. COMMITTEE REPORTS**

**A. Social Committee**

The Dive-In Movie Night was held on June 17, 2016 at the pool. The Summer BBQ is scheduled for August 12, 2016 at 3:00 PM.

**B. Traffic Safety Committee**

The Board reviewed the draft Traffic Safety Study dated May 13, 2016 as provided by KOA Corporation. Don Flick volunteered to draft a notice to the membership to make them aware of the study and inform them that the Board will continue to work on the issue.

**C. Architectural Committee**

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]*

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	
5 Redonda	Baden	Replace windows -- current style	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/side	x	x	x		
5 Ramada	Amin	Windows replacement -- all, new style	x	x	x		
7 Rincon	Slots	Install artificial turf	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 with clear stain	x	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	
15 Ramada	Rezai	Painting entire house -- returned mail, resent to property address.	x	x	x	x	3

25 Sonrisa	Zhu	Install solar panels	X	X	X	X	
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**D. Landscape Committee**

**Park West Weekly Landscape Reports**

It was noted that Park West failed to provide required weekly landscape reports for the prior month.

**E. Project 5B Committee**

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY SHELLEY ARMSTRON AND UNANIMOUSLY PASSED BY THE BOARD to dissolve 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.

**H. Pool Safety/Security Committee**

John Withers was present to discuss a personal list of recommendations for pool safety and security issues.

**X. STATUS REPORT ON APPROVED/ACTIVE PROJECTS**

- A. Replace Missing Wall Caps – Pending sample from vendor
- B. Entrance Electrical Repairs – Pending scheduling from vendor
- C. Rodent Bait Stations – Completed
- D. Purchase Umbrella Stands – Pending umbrella condition status from Tom Jordan

**XI. BOARD DISCUSSION/MANAGEMENT REPORT**

**A. Discussion Regarding Pool Umbrellas**

The Board discussed the condition of the pool umbrellas and asked management to have Tom Jordan test the umbrellas to see how many are functioning so that the appropriate number of stands can be purchased.

**B. Annual Tree Trimming**

UPON A MOTION DULY MADE BY DON FLICK, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED, the 2016 annual tree trimming proposal as provided by Park West Landscape was approved by the Board in the amount of \$5,105.

**C. Termite Treatment/Rodent Control for Pool House**

The Board reviewed proposals for the treatment of termites, wood replacement and rodent control in the Association’s pool house. The Board asked management to request that Accurate Termite lower the cost of their proposal as the competing vendors bid was significantly lower.

**D. Pool House Fumigation**

The Board reviewed several proposals for the fumigation of the Association's pool house. The Board did not feel that this was necessary and wanted to look further into the treatment options.

**E. Puerto Fence Replacement**

The Board provided management with a revised scope of work for the Puerto fencing. Management is to obtain proposals for the replacement of the Puerto fence based on the provided scope of work.

**F. Removal of Puerto Wrought Iron**

The Board reviewed a proposal from Cox Contracting for the removal of the wrought iron fence on Puerto. The Board did not approve this proposal as they wanted to proceed with complete replacement.

**G. Fence Cleaning Proposal**

The Board reviewed a proposal from Personal Touch Cleaning for power washing the Association's perimeter fencing. The Board did not approve the proposal. The Board requested a revised proposal for hand washing the necessary areas.

**H. Entrance Gate Rollers**

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED to approve the proposal for the replacement of the rollers at the entrance gates in the amount of \$534.50.

**I. Personal Touch Janitorial Increase**

The Board reviewed correspondence from Personal Touch Janitorial for an annual increase of \$230.93. UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED, the board approved this increase effective January 1, 2017.

**J. Homeowner Request for Dog Run/Park**

At the previous Board meeting, the Board reviewed a request from a homeowner for the installation of a dog park/run. The Board asked management to research if this would be allowed by the Orange County Fire Authority as it may impede on a fire access area. Management informed the Board that the Orange County Fire Authority stated that there can be no hindrance of any type for fire truck access. The Board asked management to inform the homeowner that they will not move forward with installing the dog park as this would cause a hindrance for access in the event of an emergency.

**K. California Coastal Patrol Post Orders**

The Board reviewed a post orders comparison provided by David Melvold and Richard Lombardi between those proposed by California Coastal Patrol and Master Protection Services. UPON A MOTION DULY MADE BY DON FLICK, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED, the Board approved the post order changes to be submitted to California Coastal Patrol.

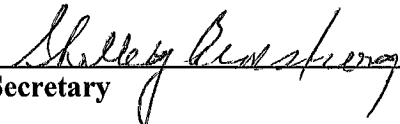
**XI. NEXT MEETING ANNOUNCEMENT**

The next Board meeting is on August 9, 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 9:29 p.m.

**ATTEST:**

  
\_\_\_\_\_  
Secretary

9/13/16  
\_\_\_\_\_  
Date