

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
SEPTEMBER 13, 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 September 13, 2016 at 37 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 7:54 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. A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the minutes of the July 21, 2016 General Session meeting as revised.
- B. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD to approve the minutes of the August 9, 2016 General Session meeting.
- C. The July 27, 2016 Special Meeting minutes were not available for approval.

VII. TREASURER'S REPORT

The August 31, 2016 financial statements were not yet available.

VIII. LIEN APPROVAL

None 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.

[Key: 1) Submitted; 2) Approved; 3) In progress; 4) In progress 100%; 5) Completed]

Address:	Name:	Project:	1	2	3	4	5
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 Sonrisa	Addis	Solar Panel Installation	x				
13 Trovita	Yoshida	Window replacement – new style	x				
13 Trovita	Yoshida	Front Door Replacement	x				

D. Landscape Committee

Park West Weekly Landscape Reports

The Board reviewed the weekly reports provided by Park West.

E. Community Facilities Committee

There were no reports made by the Community Facilities Committee.

F. Welcoming Committee

There were no reports made by the Welcoming Committee.

G. 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 – To be completed by whomever completes the Puerto wall replacement
- B. Entrance Electrical Repairs – Pending purchase of wire tracer
- C. Purchase Umbrella Stands – Tabled until the spring
- D. Annual Tree Trimming – Scheduled to begin September 14th
- E. Gate Roller Replacement – Completed
- F. Termite Treatment and Wood Replacement – Completed
- G. Rodent Clean-Up – Completed

XI. BOARD DISCUSSION/MANAGEMENT REPORT

A. Speed Bump Replacement

The Board reviewed the application and fee to the OCFA in the amount of \$834.00 for installing a speed bump per the Traffic Safety Study recommendation. UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD, the application fee in the amount of \$834 was approved.

B. Puerto Wall Replacement

David Melvold provided drawings for the engineering of the block wall for management to provide to the vendors who are providing proposals for the replacement. Management is to schedule a site visit with all vendors at 10AM Monday through Thursday. The existing proposals were tabled until the revised proposals are received.

C. Revised Proposal for Repair of Wrought Iron at Pool Area

UPON A MOTION DULY MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD, the proposal from Cox Contracting Services for wrought iron repairs in the amount of \$545 was approved.

D. Draft 2017 Budget

The Board reviewed a draft proposed budget as provided by management reflecting a dues increase of 4% and a reserve contribution of \$6,891.98 This budget was not approved. The Board reviewed a draft proposed budget as provided by Gary Brenkman reflecting a dues increase of 2.8% and a reserve contribution amount of \$7,091.98. UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY PASSED BY THE BOARD, the draft budget provided by Gary Brenkman was approved bringing the dues from \$175 per month to \$180 per month.

E. Draft 2017 Reserve Study

UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY PASSED BY THE BOARD, the draft reserve study prepared by Association Reserves was approved predicting that the Association is 118% funded as of January 1, 2017.

F. Protocol for Executed Contracts

The Board discussed the protocol for executed contracts from vendors and contractors. The Board indicated that all contracts should be executed and signed by both parties prior to the commencement of services.

G. Holiday Lighting Proposals

This item was tabled as proposals were not yet received.

H. Basketball Standard on Puerto

UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY DAVID MELVOLD AND UNANIMOUSLY CARRIED BY THE BOARD, it was approved for Tom Jordan to remove the basketball standard at the end of Puerto as it does not belong to any existing homeowners.

I. Post Order Changes for Patrol

The Board asked management if California Coastal Patrol has accepted the changes made to the post orders provided to them after the August 2016 Board meeting. Management informed the Board that there has not been a response from the vendor. The Board instructed management to request that the supervisor at California Coastal Patrol look into this issue.

J. Title 22 Requirements

The Board reviewed several proposals from pool service vendors for services compliant with Title 22. The Board directed management to contact one of the references for Aquatrends. UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD, the Board approved services for Aquatrends in the average amount of \$553 per month subject to the reference providing a positive review. If the review is not positive, the Board will keep Decksides Pool Services and approve the contract in the amount of \$631 per month.

K. Ratification of Approved Proposals

The Board reviewed a proposal that was approved by management between meetings as it was deemed an emergency and unforeseen at the last meeting from ARS Plumbing for fountain repairs in the amount of \$597. UPON A MOTION DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the proposal was ratified.

L. Roach Treatment Proposal

The Board reviewed a proposal provided by Accurate Pest Control for one-time roach treatment in the gutter across from 1 Vispera in the amount of \$125. The proposal was not approved.

M. Audit Proposals

The Board reviewed several proposals for the 2016 audit and tax returns. UPON A MOTION DULY MADE BY DON FLICK, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD, the board approved for VanDerPol & Company to complete the audit in the amount of \$900; however, if they do not honor the \$900, the Board approves for Inouye to complete the audit in the amount of \$900.

N. Key Fob/Spa Timer

The Board reviewed a proposal from ASCI to tie in the key fob system to the spa timer to prevent residents from using the spa afterhours in the amount of \$4,131. This proposal was not approved. The Board asked management to seek a proposal from the Association's electrician to see if there is a way to add a timer to prevent spa operation between 10 PM and 6 AM.

O. Revised Policy and Procedure Index

The Board discussed the policy and procedure index.

P. Proposed Revisions to Rules and Regulations

The Board provided a final revision of the Rules and Regulations. UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved to provide a copy to the Association's legal counsel and to request feedback by November 15th.

Q. Discussion Regarding City Trees

Management updated the Board on the trees in which the city was requested to remove and/or trim and advised them that they were completed.

R. Rototill of Tot Lot

The Board asked management to provide the Board a proposal to rototill the tot lot for the next Board meeting.

XII. CORRESPONDENCE

- A. Dave Melvold informed the Board that he spoke with Gomez at the City of Irvine, Public Works, regarding the monument sign program for 2017.
- B. Shelley Armstrong informed the Board that she will meet with the Vice President of the Irvine Company to go over the cracks in the walls caused by the construction at the adjacent community.


XII. NEXT MEETING ANNOUNCEMENT

The next Board meeting is to be determined.

XIII. 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 9:33 p.m.

ATTEST:


Secretary

12/25/16
Date