

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
OCTOBER 25, 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 October 25, 2016 at 2 Rincon, Irvine, CA.

II. ATTENDANCE

Members Present:

Don Flick	Vice President
Gary Brenkman	Treasurer
Shelley Armstrong	Secretary
Richard Lombardi	Member at Large (entered at 7:09 PM)

Members Absent:

David Melvold	President
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Also Present:

Tiani Bobitch, CMCA®	Managing Agent, Total Property Management, Inc.
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III. CALL TO ORDER

A quorum was present, and Board Vice President, Don Flick, called the meeting to order at 7:02 PM.

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.

VI. MINUTES

- A. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD to approve the minutes of the September 13, 2016 General Session meeting as revised.

VII. TREASURER'S REPORT

A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY CARRIED BY THE BOARD to approve the August and September 2016 Financial Statements.

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.

The Board reviewed correspondence from a homeowner who is interested in joining the Architectural Committee. Shelley Armstrong stated that she will call the homeowner to discuss.

The Board reviewed correspondence from a homeowner who is interested in adding a second story to their home. The homeowner was requesting copies of Architectural applications from homes who have done similar projects. The Board asked management to inform the homeowner that no one has done this on this specific model and that the previous owner submitted an application to complete this but it was denied. Shelley Armstrong volunteered to speak to the homeowner. Management is to provide Shelly's contact information to the owner if interested.

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

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	x	x
7 Puerto	Silver	Room additions	x				
7 Sonrisa	Addis	Solar Panel Installation	x	x	x	x	
13 Trovita	Yoshida	Window replacement – new style	x	x			

D. Landscape Committee

Park West Weekly Landscape Reports

The Board discussed the correspondence from Park West Landscape in regards to their maintenance performance throughout the community. The Board asked management to speak to Park West about blowing grass clippings onto the Association's entrance gates as it is beginning to stain the newly painted gates.

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.

GPool 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 – Completed
- C. Annual Tree Trimming – Completed September 15th
- D. Gate Roller Replacement – Completed
- E. 2016 Audit – To be completed by Vanderpol and Associates
- F. Legal Counsel Review of Rules and Regulations – Under review, will have completed by November 15, 2016.

XI. BOARD DISCUSSION/MANAGEMENT REPORT

A. Approved 2017 Budget

The Board reviewed the approved 2017 budget as prepared by Gary Brenkman and was approved at the September 2016 Board meeting which contained revisions subsequent to the approval.

B. Puerto Wall Replacement

The Board reviewed several proposals for the replacement of the Puerto Wall. UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved the proposal from Cox Contracting in the amount of \$23,050. Management is to send the approved proposal to the Association's legal counsel, Robert DeNichilo. Don Flick volunteered to contact the homeowner at 7 Puerto to discuss the tree issue.

C. Review of the Traffic Safety Study/Speed Bump Replacement

The Board reviewed the final Traffic Safety Study as provided by KOA Corporation. The Board reviewed correspondence from the Orange County Fire Authority regarding the application fee and indicating that the Board must go down to the office to obtain an SR so that management can cut a check in the amount of \$979.00. Richard Lombardi volunteered to go to the Orange County Fire Authority to obtain fill out the SE form and so that management could cut a check for the necessary amount. Gary Brenkman provided management with a completed application. Don Flick and Richard Lombardi volunteered to evaluate where the speed bump could possibly be placed.

D. Discussion Regarding Accepted Revised Post Orders for California Coastal Patrol

Management informed the Board that California Coastal Patrol has accepted the revised post orders.

E. Holiday Lighting Proposals

The Board reviewed several proposals for the installation of holiday lights. UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved for management to see if Comet Electric will lower their proposal to \$3,000. If Comet Electric cannot lower the cost of their proposal, the Board asked management to request that Lights Express revise their proposal to reflect the wrapping of the ficus tree branches, green wire on the shrubs, white wire on the guard house, the wire to be spaced approximately 3-4 inches, to be installed and turned on no later than November 23, 2016,

to be turned off no later than the week of January 2, 2016 and removed no later than January 15, 2016 in an amount not to exceed \$3,000.

F. Spa Timer

Management informed the Board that they requested a proposal for disabling the spa timer after 10PM to prevent residents from using the spa after hours. The Board reviewed correspondence from ProTek stating that they completed the work. Management informed the Board that they did not provide authorization to complete the work and presented the invoice from ProTek in the amount of \$209.09. UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved for management to pay the invoice and to ask the vendor if this shuts off the spa pump/heater or the jets only and when it turns back on.

G. Liquid Ambar Tree Removal

UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved the proposal from Park West landscape to remove the dead Liquid Ambar tree across from 9 Tamizar in the amount of \$175.

H. Fence Cleaning Proposal

The Board reviewed a proposal from Personal Touch Cleaning for hand washing the Association's wrought iron fences in the amount of \$1,295. The Board did not approve the proposal and asked management to add this to the Annual calendar to revisit November 2017 and to have Cox Contracting provide a proposal for this service at that time.

I. Fall Maintenance Cleaning

The Board reviewed a proposal from Personal Touch Cleaning for fall cleaning. The Board did not approve the proposal.

J. Title 22 Revision to Proposal

The Board reviewed a revised proposal from Aquatrends for Title 22 monthly maintenance. The Board approved a proposal at the September Board meeting; however, the vendor stated that the price of the contract has increased since provided and approved by the Board. The Board also reviewed correspondence from Decksides Pool Service, the Association's current pool maintenance vendor, indicating that they will price match the contract from Aquatrends if the Association's remains with Decksides. UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved the new proposed amount of \$625 per month from Decksides Pool Service. Management is to inform Aquatrends of the Board's decision.

K. Rototill Tot Lot

UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved the proposal from Park West in the amount of \$345.

L. Replacement of Meter Pedestal

UPON A MOTION DULY MADE BY SHELLEY ARMSTRONG, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY PASSED BY THE BOARD, the Board approved a proposal from ProTek Electric for the replacement of the meter pedestal at the triangle park in the amount of \$3,303.10.

M. 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 Decksider Pools for the replacement of a pump seal in the amount of \$225.80. UPON A MOTION DULY MADE BY GARY BRENKMAN, SECONDED BY SHELLEY ARMSTRONG AND UNANIMOUSLY PASSED BY THE BOARD, the Board ratify the proposal.

XII. CORRESPONDENCE

There was no correspondence for review at this time.


XII. NEXT MEETING ANNOUNCEMENT

The next Board meeting is scheduled for Thursday, November 17, 2016 at 15 Sonrisa.

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 8:40 PM.

ATTEST:



Secretary *Richard Lombardi*

12-13-16

Date