

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
DECEMBER 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 December 13, 2016 at 15 Sonrisa, Irvine, CA.

II. ATTENDANCE

Members Present:

| | |
|------------------|-----------------|
| David Melvold | President |
| Don Flick | Vice President |
| Richard Lombardi | Member at Large |

Members Absent:

| | |
|-------------------|--------------------------------|
| Gary Brenkman | Treasurer (previously advised) |
| Shelley Armstrong | Secretary (previously advised) |

Also Present:

| | |
|-----------------------|---|
| Jerri Boone, PCAM® | Managing Agent, Total Property Management, Inc. |
| Laurie Coffman, CMCA® | Managing Agent, Total Property Management, Inc. |

CALL TO ORDER

A quorum was present, and Board President, David Melvold, called the meeting to order at 7:19 PM.

III. HOMEOWNER FORUM

There were no homeowners present.

IV. 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 DON FLICK, SECONDED BY RICHARD LOMBARDI AND PASSED BY THE BOARD to approve the minutes of the November 17, 2016 General Session meeting.

VII. TREASURER'S REPORT

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to defer for review and approval, the November 2016 Financial Statements to the January 2017.

VIII. LIEN APPROVAL

None at this time.

IX. COMMITTEE REPORTS

A. Social Committee

There were no reports made by the Social Committee

B. Architectural Committee

There were no reports made by the Architectural Committee.

[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 | x | | | |
| 7 Sonrisa | Addis | Solar Panel Installation | x | x | x | | |
| 13 Trovita | Yoshida | Window replacement – new style | x | x | | | |
| 13 Trovita | Yoshida | Front Door Replacement | x | x | | | |
| 1 Vispera | Liu | Window Replacement | x | x | | | |
| 1 Vispera | Liu | Painting – entire home | x | x | x | x | x |
| 11 Redonda | Shen | Painting – entire home | x | x | x | x | x |
| 16 Redonda | Kroll | Painting – stucco | x | | | | |

C. Landscape Committee

Park West Weekly Landscape Reports

The Board reviewed the weekly landscape reports as provided by Park West Landscape. The Board asked management to speak to Park West about the continued lack of coordination in the mowing and irrigation schedules which has resulted in turf damage, as well as submitting weekly updates on a weekly basis, not at month end prior to the scheduled meeting. Additionally, Management was requested to ask Park West to remove the piece of branch on the fence along Tamizar and to increase the amount of mulch placed over the grass seeding.

D. Welcoming Committee

There were no reports made by the Welcoming Committee.

E. 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. Removal of Liquid Amber tree – completed

C. Repair of wrought iron adjacent to spa – in process. No response has been received from COX regarding the incomplete job.

- D. Roto tilling of Tot Lot
- E. Update on success of squirrel traps
- F. Replacement of water meter pedestal in triangle square
- G. Installation of Holiday Lights – installed per contract. Invoice to be paid upon confirmation of removal of all.

XI. BOARD DISCUSSION/MANAGEMENT REPORT

A. Puerto Wall Replacement

The Board discussed the approval of the Puerto wall replacement project. UPON A MOTION DULY MADE BY DAVID MELVOLD, SECONDED BY RICHARD LOMBARDI AND UNANIMOUSLY PASSED BY THE BOARD, FOR MANAGEMENT TO OBTAIN LEGAL CONFIRMATION FROM ASSOCIATION ATTORNEY, THAT THE IRVINE COMPANY ACCESS AGREEMENT IS ACCEPTABLE AND CAN BE GIVEN TO VENDORS SUBMITTING BIDS ON THIS PROJECT. Management was advised to contact Legal Counsel to obtain confirmation Don Flick advised that he had a conversation with the owner of 7 Puerto regarding the disposition of the Sycamore trees, but nothing had been formally finalized. David Melvold furnished a list of events and activities that are expected with this project and the revised Request For Proposal (RFP) and specifications was distributed on December 1, 2016 to prospective bidders.

B. Decksider Pool Service – Ratification of Approval

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY RICHARD LOMBARDI AND PASSED BY THE BOARD to approve the ratification of the estimate submitted by Decksider Pool Service for installation of a new flow meter PVC pipe in the amount of \$148.00 previously approved by Management, between meetings.

C. Irvine Company – Maintenance of Perimeter Fence

David Melvold reported that per the December 9, 2016 communication from Robin Leftwich of the Irvine Company, the company through its legal staff has rejected any obligation or commitment to maintain the outside wall of our perimeter fence regarding either graffiti removal/paint-out or maintenance of the paint recently applied by The Irvine Company's contractor. At the request of David Melvold, Joel Belding of the city of Irvine Planning Department has agreed to look into a resolution to this matter.

XI. NEXT MEETING ANNOUNCEMENT

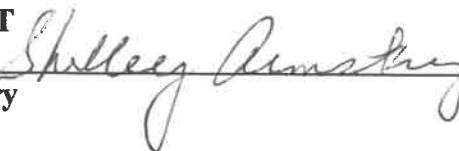
The next Board meeting is scheduled for Tuesday, January 10, 2017 at 24 Sonrisa at 7:00 p.m.

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 9:30 PM.

ATTEST

Secretary



Date