

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
FEBRUARY 14, 2017**

**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 February 14, 2017 at 2 Rincon, Irvine, CA.

**II. ATTENDANCE**

**Members Present:**

|               |                |
|---------------|----------------|
| David Melvold | President      |
| Don Flick     | Vice President |
| Gary Brenkman | Treasurer      |

**Members Absent:**

|                  |                                 |
|------------------|---------------------------------|
| Richard Lombardi | Secretary                       |
| Ken Fairbanks    | Member at Large (newly elected) |

**Also Present:**

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

**CALL TO ORDER**

A quorum was present, and Board President, David Melvold, called the meeting to order at 6:55 PM. Meeting was temporarily adjourned to open and hold the Annual Election. The General Session was called back to order at 7:26PM., and temporarily adjourned at 7:44PM to reconvene the Annual Election to announce the election results. The General Session Meeting was called back to order at 7:50PM.

**III. HOMEOWNER FORUM**

There were three homeowners present. Discussion held regarding concern of association trees and request for removal, specifically ones in common area adjacent to 12 Redonda. Discussion was also held regarding the recently installed speed cushions with the word "Hump" and request to change to Bump or Slow.

**IV. EXECUTIVE SESSION DISCLOSURE**

- An announcement was made indicating that the Board met in Executive Session prior to this meeting to hold any scheduled 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.

**V. MINUTES**

- A. A MOTION WAS DULY MADE BY GARY BRENKMAN, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve the minutes of the January 10, 2017 General Session meeting.

**VI. TREASURER'S REPORT**

December 31, 2016 Financial Statements that were reviewed and approved at the January 10, 2017 meeting.

**VII. LIEN APPROVAL**

None at this time.

**VIII. COMMITTEE REPORTS**

**A. Social Committee**

A report of a Calendar of Events and estimated costs for 2017 was submitted by the Social Committee.

**B. Architectural Committee**

Architectural Committee in the process of reviewing and updating tracking spreadsheet.

*1) Submitted; 2) Approved; 3) Project Started – Shelley will advise; 4) Project Completed*

| Address:   | Name:    | Project:                        | 1 | 2 | 3 | 4 |
|------------|----------|---------------------------------|---|---|---|---|
| 5 Ramada   | Amin     | Garage Door Replacement         | x | x | x |   |
| 1 Redonda  | Zucker   | Front Yard Landscape            | x | x |   |   |
| 4 Rincon   | Palmer   | Artificial Turf                 | x | x |   |   |
| 7 Puerto   | Silver   | Room Addition                   | x | x |   |   |
| 7 Puerto   | Silver   | Room additions                  | x | x |   |   |
| 21 Trovita | Dunleavy | Landscape – Add Tree            | x | x |   |   |
| 1 Vispera  | Liu      | Artificial Turf                 | x |   |   |   |
| 1 Vispera  | Liu      | (requested a sample of the turf |   |   |   |   |
| 16 Vispera | Kroll    | Painting                        | x | x |   |   |

**C. Landscape Committee**

There were no reports made by the Landscape Committee.

**D. Welcoming Committee**

There were no new homeowners during the preceding month.

**E. Pool Safety/Security Committee**

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

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

**A. Squirrel Traps**

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve reducing the trap amounts from six (6) to two (2).

**X. BOARD DISCUSSION ON PROPOSALS/MANAGEMENT REPORT**

**A. Puerto Wall Replacement**

No decision was made at this time.

**B. Replace Missing Wall Caps**

No decision was made at this time.

**C. Park West Landscape Proposals**

A MOTION WAS MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED to ratify the previously approved proposals due to emergency situations as follows:

- Proposal Est. #1276-4 in the amount of \$14,000.00 for the removal & stump grinding of five (5) Eucalyptus "Blue Gum" and one (1) Eucalyptus Citriodora.
- 2017 Tree Trimming originally in the amount of \$9,390.00, and reduced to \$8,640.00 due to the removal of the six (6) Eucalyptus trees.

A MOTION WAS MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED to approve the Tree Health Assessment of (Eucalyptus) remaining throughout the association, reduced from \$4,600.00 with Park West providing for free, and soil testing approved for payment up to \$1,500.00 (beginning with an amount of \$750.00) for soil testing of three areas, and full written report of results from tests performed.

**D. Landscape Proposals submitted by Park West Landscape and Artistic Maintenance for replacement of tree removed at the end of Redonda and back fence on Tamizar, inclusive of stump grinding and removal thereof.**

A MOTION WAS DULY MADE BY DON FLICK, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal submitted by Park West Landscape, Proposal #29730, Option "A" for a 15 gallon Liquidamber in the amount of \$135.00 to be paid from the Tree Removal/Replacement Reserve.

**E. Fencing Repair Proposals – Tennis Court**

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY GARY BRENKMAN AND UNANIMOUSLY CARRIED BY THE BOARD to approve the proposal submitted by Taylor Tennis Courts, Inc. in the amount of \$4, 396.00 with revisions that the railing be replaced with black vinyl coated railings, pole replacement is for four (4), not six (6), no increase to the proposed amount, but with a reduction in cost expected, and written confirmation by Taylor Tennis Courts, Inc.

**F. 2017-2018 Insurance Renewal**

A MOTION WAS DULY MADE BY DAVID MELVOLD, SECONDED BY DON FLICK AND UNANIMOUSLY CARRIED BY THE BOARD to approve Armstrong/Robitaille/Riegle HOA Insurance Renewal and CSE Insurance Group Planned Unit Development Renewal submitted as a total amount of \$6, 332.15 (\$3,703.00 + \$2,269.15), but with the Board of Directors expectation of a slight reduction in cost upon the carrier clarification on the insured buildings.

**XI. NEXT MEETING ANNOUNCEMENT**

The next Board meeting is scheduled for Tuesday, March 14, 2017 at 17 Sonrisa at 6:30 p.m., this will be for the Executive and General Sessions. Meeting time will now begin at 6:30p.m. beginning with the Executive Session.

**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 8:56 PM.

ATTEST

  
\_\_\_\_\_  
Secretary

3-14-17  
\_\_\_\_\_  
Date