

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES**

JULY 11, 2017

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 11, 2017 at 24 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

David Melvold	President
Don Flick	Vice President
Gary Brenkman	Treasurer
Ken Fairbanks	Member at Large

Members Absent:

Richard Lombardi	Secretary
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Also Present:

Laurie Coffman, CMCA® Managing Agent, Total Property Management, Inc.

I. CALL TO ORDER

A quorum was present, and Board President, Dave Melvold, called the meeting to order at 7:38 PM.

II. HOMEOWNER FORUM

There were no homeowners present.

EXECUTIVE SESSION DISCLOSURE

- An announcement was made 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.

III. MINUTES

- A. A MOTION WAS DULY MADE, SECONDED, AND CARRIED BY THE BOARD,** approved the June 13, 2017 General Session Meeting Minutes.

IV. TREASURER'S REPORT

- A. A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD** to approve the June 30, 2017 Financial Statements.

- B. LIEN APPROVAL(S)** – None for review.

V. COMMITTEE REPORTS

A. Architectural Committee – Current Activity.

1. Management to add “Required Completion Date” section to spreadsheet beginning with the August 8, 2017 meeting agenda and minutes.

1) Submitted; 2) Approved; 3) Project Started – Shelley will advise; 4) Project Completed 5) NOC Received

Address:	Name:	Project:	1	2	3	4	5
7 Puerto	Silver	Room Addition	x	x			
5 Redonda	Baden	Roof	x	x	x	x	
6 Redonda	Gitlin	Windows/Paint	x	x	x	x	
5-7 Rincon	Ideno	Fence	x	x			
16 Rincon	Laufer	Windows/Skylight/Roof	x	x	x	x	
16 Rincon	Laufer	Cover ledge under 2 nd floor window	x	x	x	x	
16 Rincon	Laufer	Paint Stucco/Siding/Wood Trim	x	x	x	x	
24 Rincon	Flynn	Remove fake chimney & repair roof	x				
1 Sonrisa	Lee	Solar	x	x			
9 Sonrisa	Noh	Remodel/Skylight	x	x			
9 Sonrisa	Noh	Front Door/French Doors	x	x			
9 Sonrisa	Noh	Windows	x	x			
25 Sonrisa	Zhu	Remodel – DENIED AS SUBMITTED	x	-	-	-	
25 Sonrisa	Zhu	Windows – DENIED AS SUBMITTED	x	-	-	-	
25 Sonrisa	Zhu	Roof over Remodel	x	x			
25 Sonrisa	Zhu	Paint Exterior – DENIED – Choose another color not so similar	x	-	-	-	
35 Sonrisa	Simmons	Front Lawn/Trees and Install Lights	x				
7 Trovita	Wong	Paint Exterior of Home	x				
8 Trovita	Katt	Landscape/Hardscape *Received but need to clarify*pending additional information	x				
7 Vispera	Mull	Brick Masonry	x	x	x		

B. Social Committee – Geraldine Chinarian. No report.

C. Community Facilities Committee – Chairman, Ken Fairbanks.

1. The Committee reviewed the condition of various community facilities and plan to follow up with specific proposals in the future for Board consideration.

D. Landscape Committee – Committee Member, Janet Mull.

1. Park West weekly updates were reviewed and discussed by the Board of Directors.
2. Areas in need of Dethatching was reviewed and discussed by the Board of Directors.
3. Update on the refurbishing of dry spot test areas was discussed by the Board of Directors.

It was determined by the Board of Directors that an on-site meeting with Chris Kelley, Park West Branch Manager, Don Flick and Ken Fairbanks was needed to review all areas of concern. Management was directed to advise Part West and have arrangements made for an immediate site inspection.

- E. Welcoming Committee** – Chairman, Don Flick.
 - 1. A new owner at 27 Sonrisa. Chairman will reach out for welcoming.
- F. Pool Safety/Security Committee** – Chairman, John Withers. No report

VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

- A. Pool Furniture** – Replacement furniture is ready and Ken Fairbanks will make arrangements for delivery wherein he will inspect for approval of condition.
- B. Status and success on reseeding of Eucalyptus Tree removal spots** – Discussed and will be part of the upcoming on-site inspection meeting with Chris Kelley of Park West.
- C. Status on installation of sod in bare spots where Eucalyptus Trees were removed** – Discussed and will be part of the upcoming on-site inspection with Chris Kelley of Park West.
- D. Status of installation of plants at 13 Redonda and Spa.**
Plants at 13 Redonda wall have been installed. Status of plants at spa unknown.

VII. PROPOSALS

- A. Personal Touch Cleaning & Maintenance – Mailbox Cleaning Proposal**
Tabled until the August 8, 2017 meeting due to pending additional information for further review and discussion.
- B. Landscape Replacement**
A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to “TABLE ALL” Park West Sprinkler Addition Proposals until the August 8, 2017 meeting:
 - 1. Trimming of homeowner vegetation as needed during mailbox cleaning project. Itemized Proposal #35172.
 - 2. Installation of additional sprinkler heads (Invoice #35605 - \$1,200.00/Invoice #35608 - \$600.00/Invoice #35609 - \$675.00/Invoice #35611 - \$120.00).
 - 3. Removal and stump grinding of eleven (11) Eucalyptus “Blue Gum”.
- C. Greenbelt Landscaping**
Pending additional information and further discussion.
- D. Puerto Wall Replacement Project**
Pending additional information and further discussion.
- E. Reserve Study**
Pending receipt of Revised Reserve Study.
- F. Revision of Rules & Regulations**
Pending requested revisions for review.
- G. Contract Review**
 - 1. Nordberg/DeNichilo – Annual Retainer Contract.
A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the Annual Retainer Contract presented by Nordberg/DeNichilo.

Needs further review and discussion by the Board of Directors. TABLED until the August 8, 2017 Meeting.

I. Replacement/Repair Items

1. Mission wall caps – Pending future discussion and proposals.

J. Status on current and/or upcoming projects, inspections, events and correspondence.

1. Summer BBQ Date scheduled for August 11, 2017 by the Social Committee.
2. Irvine Company Unauthorized Painting of Perimeter Wall – in review with Legal Counsel for revision.
3. Tree removals along Hicks Canyon Wash by the City – pending response by the City.
4. Garage Sale – pending scheduled date and membership notification.
5. Canyon Creek Directory for Membership Distribution – pending additional review.

K. Trimming of Vines on Wall Adjacent to Interior Common Wall by Park West.

Upon review of the association map, it was determined that vines on the “Common Street Sidewalk” are the responsibility of the homeowner and vines that are “Greenbelt Facing” are the responsibility of the association.

VIII. CORRESPONDENCE

None received.

IX. SUMMARY OF ACTION TAKEN – Listing

No comments or discussion.

X. NEXT MEETING ANNOUNCEMENT

The next Board meeting is scheduled for Tuesday, August 8, 2017 at 17 Sonrisa at 6:30 p.m., beginning with the Executive Session and General Session meeting immediately following, or at 7:00p.m.

XI. ADJOURNMENT

There being no further business to come before the Board of Directors, a motion was duly made, seconded and carried unanimously to adjourn the General Session Meeting at 9:05 PM.

ATTEST


Secretary


Date