

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

August 8, 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 August 8, 2017 at 17 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

David Melvold	President
Gary Brenkman	Treasurer
Richard Lombardi	Secretary
Ken Fairbanks	Member at Large

Members Absent:

Don Flick	Vice President
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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 7:08 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 July 11, 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 July 31, 2017 Financial Statements.

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

V. COMMITTEE REPORTS

A. Architectural Committee – Current Activity.

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

Address:	Name:	Project:	1	2	3	4	Expected Date of Completion	5
7 Puerto	Silver	Room Addition	x	x				
6 Redonda	Gitlin	Windows/Paint	x	x	x	x	NOC not received yet	
5-7 Rincon	Ideno	Replace wood Fence w/Vinyl	x	x			Not started	
1 Sonrisa	Lee	Install Solar Panels	x	x	x			
9 Sonrisa	Noh	Remodel/Skylight	x	x	x		Demo started	
9 Sonrisa	Noh	Front Door/French Doors	x	x			Not started	
9 Sonrisa	Noh	Windows – added to Remodel	x	x			Not started	
25 Sonrisa	Zhu	Roof over new addition (approved to replace roof over addition, but remodel was denied)	x	x			Not started	
35 Sonrisa	Simmons	Front Lawn/Trees and Install Lights	x	x	x	x	8-21-17	
7 Trovita	Wong	Paint Exterior of Home	x	x			Not started	
8 Trovita	Katt	Landscape/Hardscape partial approval	x	x			Not started	

B. Social Committee – Geraldine Chinarian. Committee was holding the Annual BBQ at the pool on Friday, August 11th.

C. Community Facilities Committee – Chairman, Ken Fairbanks. No Report.

D. Landscape Committee – Committee Member, Janet Mull.

1. Park West weekly updates were reviewed and discussed by the Board of Directors.
2. Update on refurbishing of Dry Spot Test Area. Board requests Management to obtain information from Park West on how these areas were handled differently than other areas not needing fill in.
3. Response from Park West of written maintenance schedule of periodic tasks. Detailed 2018 Landscape Management Budget was submitted and Board reviewed.

E. Welcoming Committee – Chairman, Don Flick.

1. A new owner at 13 Rincon. Chairman will reach out for welcoming.

F. Pool Safety/Security Committee – Chairman, John Withers. No report. The Board of Directors determined that Board President, Dave Melvold would advise on dissolving committee if inactive.

VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

1. **Pool Furniture** – Offer of a 30% refund and retainment of four (4) chaises given by The Patio Guys to the Association. Offer was rejected by the Board of Directors. Full refund and pick up of remaining two (2) chaises requested by the Board of Directors. Management to contact The Patio Guys and advise of Board decision.
2. **Status and success on reseeding of Eucalyptus Tree removal spots** – The Board of Directors stated that there was not adequate watering/care by Park West.
3. **Status on installation of sod in bare spots where Eucalyptus Trees were removed** – Directors stated that there was not adequate watering/care by Park West.

VII. PROPOSALS

A. Personal Touch Cleaning & Maintenance – Mailbox Cleaning Proposal

Tabled until the September 12, 2017 meeting due to pending additional information regarding confirmation of correct mailbox and post count and updated cost.

1. Homeowners will be asked to trim back vegetation for access to paint posts at same time mailbox painting is done. No additional trimming, if needed, will be done by Park West, therefore no charge back of any costs to homeowner's will be needed if trim back is not adequate, as vendor will be advised to paint as much as is possible to reach.

B. Landscape Replacement Proposals by Park West

1. Proposal #35776 – Option A – Dethatching and aerating all Kikuyu turf areas throughout, to be done in early Spring at a cost of \$2,275.00 with NO overseed options. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve.
2. Installation of additional sprinkler heads (Invoice #35605 - \$1,200.00/Invoice #35608 - \$600.00/Invoice #35609 - \$675.00) originally tabled to the August 8, 2017 meeting. Confirmation by Park West these are no longer needed due to Dethatching and aerating of grass areas to be done in early Spring.
3. Proposal #35611 – Installation of additional sprinkler heads in turf areas by meter #14769869 (Hicks Canyon) at a cost of \$120.00. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve.

C. Greenbelt Landscaping

1. Pending additional information and further discussion on remaining Eucalyptus trees and replacement possibilities.
2. TreePros Inc. Proposal #17861 for Tree inspection and Arborist Report provided by a Certified Arborist in the amount of \$600.00. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve and direct Management to obtain a copy of the Arborist Certification from TreePros.

D. Puerto Wall Replacement Project

Pending additional information and further discussion.

E. Reserve Study

Revised Reserve Study received. Advanced Reserve Solutions will provide the Board a comparison of the Association getting back to 80% funded in 10 years vs. 5 years for the Board to review and do final approval at the September 12, 2017 meeting.

F. Revision of Rules & Regulations

Pending requested revisions for review.

G. Holiday Lighting

Revisions to two (2) proposals received have been requested for review at the September 12, 2017 meeting.

H. ByLaws Review for Annual Election

The Board of Directors were in agreement to not move forward with any revisions at this time.

I. Replacement/Repair Items

1. Mission wall caps – Pending future discussion and proposals.
2. Sidewalk Grinding near Yale Pedestrian Gate – Management obtaining proposal.

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 – Letter received with requested revisions and reviewed by the Board. The Board approved a few minor changes to be made, and advised Legal Counsel to send out upon completion.
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 – The Board has tabled indefinitely.
6. Review of vines on community perimeter wall along the Paseo. Board member has been assigned to perform review and submit findings at the September 12, 2017 meeting.

K. CSE Insurance Group – Association Insurance Claim

Reimbursement check in the amount of \$108.00 received for the installation of vines at 13 Redonda wall.

L. Irvine Ranch Water District – Backflow Prevention Assembly Test and Maintenance Report.

Report indicates Backflow Prevention Assembly passed testing.

M. Community Photographic Record of current structure architecture.

A Board member will oversee this project. Pictures, in CD form, will be provided to the Board of Directors, Architectural Committee, and Management for use as a basis for reviewing any future changes of all types.

N. Association Gate Communications System – Replacement vs. Retention.

Current system will be overseen short-term by a Board member. Specs will be created to obtain bids for a new system, for review at the September 12, 2017 meeting.

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, September 12, 2017 at 15 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 9:00 PM.

ATTEST


Secretary


Date