

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

**September 21, 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 September 21, 2017 at 15 Sonrisa, Irvine, CA.

**ATTENDANCE**

**Members Present:**

David Melvold	President
Don Flick	Vice President (attended, but had to leave meeting at 8:27pm)
Gary Brenkman	Treasurer
Richard Lombardi	Secretary
Ken Fairbanks	Member at Large

**Members Absent:**

None

**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 6:53 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 August 8, 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 August 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	x			
8 Ramada	Elston	Paint Entire Home	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	x	x	NOC and Inspection Completed	
7-9 Rincon	Slots	Replace wood Fence w/Vinyl	x	x	x		Not started	
1 Sonrisa	Lee	Install Solar Panels	x	x	x	x	NOC and Inspection Completed	
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	x	x				
35 Sonrisa	Simmons	Front Lawn/Trees and Install Lights	x	x	x	x	NOC reminder letter sent	
7 Trovita	Wong	Paint Exterior of Home	x	x	x	x	NOC and inspection completed	
8 Trovita	Katt	Landscape/Hardscape partial approval	x	x			Not started	
18 Vispera	Schemm	Replace Patio Cover	x	x			Can't see from front, unknown if started	

**B. Social Committee** – Geraldine Chinarian. Committee submitted to the Board for review, costs in the amount of \$1,066.70 incurred for the Annual BBQ and announced that the date for the Halloween Pizza Party will be held on October 31, 2017.

**C. Community Facilities Committee** – Chairman, Ken Fairbanks.

1. Tot Lot – Review of 03.31.17 Inspection and discussion on need for continuing inspections. It was determined that Annual Inspections would be done, and placed on the Association Calendar. Ken Fairbanks will replace all bolts on playground equipment where needed, as well as try a sample of Re-Color to brighten up faded areas.
2. Rototill of the Tot Lot sand was discussed. Due to the upcoming seasonal rains, it is recommended to table until early 2018.

**D. Landscape Committee** – Committee Member, Janet Mull.

1. Rototill of the Tot Lot was discussed in V.D.2 and per the findings, will be placed on the Association Calendar to obtain a bid for review in March 2018.

2. Park West weekly updates were reviewed and discussed by the Board of Directors. The Board discussed the recurring lawn damage caused by the mowers, and response from Park West indicated the need for dethatching to prevent recurrence.
3. Park West submitted an update on the refurbishing of dry spot test areas that was reviewed by the Board. Dethatching proposal was approved at the August 8, 2017 meeting, which has been placed on the calendar to be done March 2018. The Board discussed moving this to an earlier date, and Don Flick advised that he would meet Chris Kelley, Park West on site to discuss if this was possible. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve making this change if Park West is in agreement it can be done, and giving Don Flick authority to make this change upon discussion and findings with Park West.

**E. Welcoming Committee – Chairman, Don Flick.**

1. New owner at 21 Trovita. Chairman will reach out for welcoming.
2. New owner at 20 Vispera. Chairman will reach out for welcoming.
3. Chairman reached out to 13 Rincon and 27 Sonrisa new owners.

**F. Pool Safety/Security Committee – Chairman, John Withers. No report.**

Board member, Melvold, spoke with John Withers and after considering Withers response, it was determined that this committee should be dissolved due to inactivity. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to dissolve this committee.

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

1. **Pool Furniture –** Management updated the Board regarding receipt of refund check in the amount of \$1,020.08 received on September 21, 2017 and copy of refund will be placed in the October 10, 2017 Board report.

**VII. PROPOSALS**

**A. Personal Touch Cleaning & Maintenance – Mailbox Cleaning Proposal**

Tabled until the October 10, 2017 meeting due to receipt of revised proposal inclusive of a total, flat rate cost.

**B. Landscape Replacement Proposals by Park West**

1. Proposal #36245 in the amount of \$572.00 for annual color at the Sonrisa East/West Monument. Management advised the Board that this proposal had been voided due to a revision in colors available, and provided on new Proposal #36604 in the amount of \$572 that Management approved so that installation could be done no later than September 22, 2017. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the new proposal.
2. Proposal #36357 for irrigation repairs to the Sonrisa West exit planter in the amount of \$2,195.00 was discussed, along with an additional Proposal #36667 for same area, submitted at a lower cost in the amount of \$1,118.29 sent via email, and hand carried to the meeting by Management. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve Proposal #36667 and

authorize Board Member, Don Flick to meet on site with Park West representative, Chris Kelley to discuss scope of work to be done to reconnect irrigation.

**C. Greenbelt Landscaping**

1. Pending additional information and further discussion on remaining Eucalyptus trees and replacement possibilities.

**D. Puerto Wall Replacement Project**

Board discussion held regarding project. A MOTION WAS MADE, SECONDED, AND CARRIED BY THE BOARD to approve Legal Counsel to draw up agreement between 7 Puerto and the Canyon Creek HOA regarding homeowner's trees, and new Association wall. Agreement to be reviewed for approval by the Board at the October 10, 2017 Board meeting.

**E. Reserve Study**

Advanced Reserve Solutions provided to the Board, a comparison of the Association getting back to the recommended level of 80% funded in 10 years vs. 5 years for the Board review. Upon review, the Board determined they would request one additional cash flow calculation for consideration at the October 10, 2017 Board meeting.

**F. Revision of Rules & Regulations**

Revisions were reviewed and discussed by the Board of Directors. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve and submit for homeowner review per the Association Governing Documents.

**G. Holiday Lighting**

Revisions to two (2) proposals were received and reviewed. This has been TABLED until the October 10, 2017 Board meeting due to needed clarifications.

**H. Tax & Audit Bids**

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the bid submitted by VanDerPol & Company in the amount of \$900.00 to provide the Tax & Audit Service for the Association.

**I. Asphalt Proposals**

The Board of Directors determined that this project will be TABLED and new bids will be requested by August 2018.

**J. Accurate Termite and Pest Control Proposal**

Inspection Report #29737 with proposal in the amount of \$475.00 for treatment needed to the pool bathroom building and guard shack due to findings of drywood termites and drywood termite damage.

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve as submitted, and Management will obtain bids for additional repair work needed as noted on report, and submit to the Board for review and approval at the October 10, 2017 Board meeting.

**K. Draft Budget for year 2018**

The Board of Directors has TABLED this for further review and approval at the October 10, 2017 Board meeting.

**L. Replacement/Repair Items**

1. Mission wall caps – Pending future discussion and proposals.
2. Sidewalk Grinding near Yale Pedestrian Gate – Management issued a work order to Concrete Hazard Solutions. Cost for repair in the amount of \$395.00 was submitted to Management and approved by Management. Repair has been completed.
3. Corner of wall at 7 Puerto – Pending further discussion, and to include all other areas within the Association having the same separation issue.

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

1. Halloween Pizza Party Date scheduled for October 31, 2017 by the Social Committee.
2. Irvine Company Unauthorized Painting of Perimeter Wall – Revised letter by Legal Counsel and response by The Irvine Company received. The Board directed Management to request Legal Counsel to send this letter to Eastwood HOA, requesting they take responsibility now that the community has been turned over to Eastwood HOA by The Irvine Company, so that this is on record with them.
3. Tree removals along Hicks Canyon Wash by the City – pending additional response by the City.
4. Garage Sale – pending scheduled date and membership notification.
5. Fall Tree Trimming (Ficus Trees) has been scheduled for late September 2017.
6. Review of vines on community perimeter wall along the Paseo. Board member Lombardi indicated there were five (5) homes along the Paseo with vines on the walls, and has been assigned to perform additional review and submit findings at the October 10, 2017 meeting.

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

Current system will continue to be overseen short-term by Board member Fairbanks. Specs will be created by Board member Brenkman, in order to obtain bids for a new system. Bids and review thereof have been TABLED UNTIL January 2018.

**O. California Coastal Patrol Parking Citation Form & Towing Information by Legal Counsel**

The Board reviewed and discussed findings submitted by Legal Counsel, as well as the Association Insurance Carrier.

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve having the post orders/contract revised to add towing, and to be submitted to the Board at the October 10, 2017 meeting for review and approval. Upon review and approval, new ordinance signs will be secured.

**VIII. CORRESPONDENCE**

Door to Door Solicitations and No Solicitations signs discussed by the Board. No action taken.

**IX. SUMMARY OF ACTION TAKEN – Listing**

No comments or discussion.

**X. NEXT MEETING ANNOUNCEMENT**

The next Board meeting is scheduled for Tuesday, October 10, 2017 at 29 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 8:54 PM.

ATTEST

Secretary



Date

10-10-17