

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

October 10, 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 October 10, 2017 at 29 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

David Melvold	President
Don Flick	Vice President
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 UNANIMOUSLY CARRIED BY THE BOARD,** approved the September 21, 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 September 30, 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 Date Submitted	2 Date Approved	3	4 Expected Date of Completion and Notes	5 NOC
5 Puerto	Dunn-Rankin	Install Solar panels	9/5/17	10/3/17		Not started	
7 Puerto	Silver	Only adding an office	9/2/16	10/3/16	x	10-3- per Owner should be completed by Dec. 2017	
8 Ramada	Elston	Paint Entire Home	8/30/17	9/7/17	x	NOC reminder sent 10/4/17	
9 Sonrisa	Noh	Remodel/Skylight	3/31/17	4/11/17	x	9-27-17- Extension granted until end of January, 2018	
9 Sonrisa	Noh	Front Door/French Doors	3/31/17	4/11/17		Same	
9 Sonrisa	Noh	Windows- Added to Remodel	3/31/17	4/11/17		same	
25 Sonrisa	Zhu	Roof over new Addition Resent letter as DENIED since resubmission of Arch App for addition/remodel has not been received.	5/9/17			DENIED since the addition was denied- Notified 9/26/17	
35 Sonrisa	Simmons	Front Lawn/Trees and Install Lights	6/6/17	6/22/17	x	Complete- NOC reminder letter sent 8-24-17 and 10-3-17	
8 Trovita	Katt	Landscape/Hardscape Partial approval	6/28/17	7/26/17	x	Only added potted plants	No approval needed
18 Vispera	Schemm	Replace Patio Cover	8/4/17	8/18/17		9/26/17-Voice Mail left for homeowner to advise status 9/28/17 – Letter sent asking for status	

B. Social Committee – Geraldine Chinarian. Halloween Pizza Party confirmed to be held on October 31, 2017.

C. Community Facilities Committee – Chairman, Ken Fairbanks.

1. Tot Lot – Ken Fairbanks will try a sample of Re-Color to brighten up faded areas.
2. Tot Lot – Ken Fairbanks confirmed bolt inspection has been completed, and that they are stainless steel, appear to be rusted, but only need cleaning.

D. Landscape Committee – Committee Member, Janet Mull.

1. Park West weekly updates were reviewed and discussed by the Board of Directors.

E. Welcoming Committee – Chairman, Don Flick. No new owners at this time, but stated that he had reached out again to welcome some of the previous months new owners, but was unsuccessful and will try again. Ken Fairbanks stated that he would also try.

VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

- 1. Dethatching** – Don Flick updated the Board regarding his conversation with Chris Kelley of Park West. It was determined that the approved proposal and dethatching that had been scheduled for March 2018 will remain in place. Management will add the item, “Dethatching” to the annual review/maintenance schedule spreadsheet, noting it is to be done every two years, inclusive of contracted continued maintenance of all areas by Park West.
- 2. Irrigation Repairs at Sonrisa West exit planter** – Don Flick confirmed needed repairs and Management was directed to request that Park West use brown piping, above ground, so that it will blend in. Work to be within a couple of weeks.

VII. PROPOSALS

A. Personal Touch Cleaning & Maintenance – Mailbox & Tot Lot Cleaning Proposal

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve Proposal Option #2 – Recolor coating of all mailboxes/posts in the amount of \$743.00 (Association to provide Recolor) and will include the Tot Lot structure for an additional amount of \$165.00.

B. Tree Pros Inc.

1. Arborist Report of findings regarding the remaining eleven (11) Eucalyptus trees and soil sample findings. Also submitted for review and association records was the Arborist Certification. Management will obtain proposal from Tree Pros, and Park West, for removal of a few trees per recommendation in report, and to be reviewed during the Board meeting scheduled for November 14, 2017 meeting.

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 UNANIMOUSLY CARRIED BY THE BOARD to approve Ken Fairbanks to contact Legal Counsel to get status of when the agreement between 7 Puerto and the Canyon Creek HOA regarding homeowner’s trees, and new Association wall will be available for review. Agreement now to be reviewed for approval by the Board at the November 14, 2017 Board meeting.

E. Reserve Study

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve Advanced Reserve Solutions directed cash flow calculation provided to the Board, reflecting the Association getting back to the recommended level of 80% funded by year 2024. Desired objective of reaching 80% funded by the year 2024 was based on the reserved funding increasing by 5% per year thru 2024.

F. Revision of Rules & Regulations

Proposed revised Rules & Regulations were submitted for homeowner review, per the Governing Documents, by mailing to the membership on October 6, 2017 by Management. Discussion and approval of the documents will be added to the November 14, 2017 meeting agenda.

G. Holiday Lighting

Additional revisions to proposal(s) were received and reviewed by the Board. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD, to deny all proposals as submitted, and to have Gary Brenkman draft letter to the membership advising that there will be no Association Holiday Lighting installation being done this year due to recent, unexpected association costs incurred. Letter will be mailed by Management to the membership upon review and approval by the Board.

H. Draft Budget for year 2018, with recommended increase of 10.00221% of Association Dues, bringing amount from \$180.00 to \$198.00 per unit, per month. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve as submitted by Management. Gary Brenkman to draft cover letter to be sent along with approved budget to the membership by Management.

I. Replacement/Repair Items

1. Mission wall caps – Pending future discussion and proposals.
2. Sidewalk Grinding near Yale Pedestrian Gate – Concrete Hazard Solutions approved by Management in the amount of \$395.00 and completed September 19, 2017.
3. Perimeter wall separations. Need identification and review of individual locations in the community. Board will advise Management when ready to obtain proposal(s) for repairs needed.
4. Greenbelt sidewalk replacement/repairs. In review and discussion with Facilities Committee and the Board of Directors.

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

1. Irvine Company Unauthorized Painting of Perimeter Wall – Revised letter dated August 11, 2017 by Legal Counsel and response by The Irvine Company dated August 30, 2017. 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. Legal Counsel advised Management and the Board that notification was not done by letter, but passed along by TIC Attorney to Eastwood HOA. Dave Melvold to contact Legal Counsel and request that that a letter be drawn up and mailed, as previously requested, so that the Association has a record of this demand.
2. Hicks Canyon Wash by the City – Tree removals by the City and future replacement plan. Letter previously sent by Dave Melvold to City of Irvine/Manuel Gomez. See VII.N.
3. Garage Sale – pending confirmation of date (either November 4th or 11th) and membership notification.
4. Fall Tree Trimming (Ficus Trees) has been scheduled for late September 2017 as approved at the June 13, 2017 meeting.

5. Review/discussion of vines on community perimeter wall along the Paseo. Follow up action has been TABLED until further notice from the Board.

K. 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 has now been TABLED until February 2018.

L. California Coastal Patrol Revised Post Orders adding Towing

The Board reviewed and discussed the revised post orders, adding towing. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the revised post orders, to add towing, and authorization for California Coastal Patrol to have authority to tow, upon proper issuance and documentation of violation/citations, based on the Association Rules & Regulations. Approval is inclusive of having new ordinance signs made and posted at no charge to the association by Southside Towing.

M. Inspector of Election

The Board reviewed proposals submitted for the 2018 Annual Election. A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve The Ballot Box as their Inspector of Election for the 2018 Annual Election, at a full service, base fee of \$650.00, with no additional services being chosen.

N. Hicks Canyon Wash – Plans for Landscape Improvements

Update provided to the Board by Dave Melvold. No action taken.

VIII. CORRESPONDENCE – None for review

IX. SUMMARY OF ACTION TAKEN – Listing

No comments or discussion.

X. NEXT MEETING ANNOUNCEMENT

The next Board meeting is scheduled for Tuesday, November 14, 2017 at 24 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 8:08 PM.

ATTEST


Secretary

11-14-17
Date