

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

November 14, 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 November 14, 2017 at 17 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

Don Flick	Vice President
Gary Brenkman	Treasurer
Richard Lombardi	Secretary
Ken Fairbanks	Member at Large

Members Absent:

David Melvold	President (previously advised)
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Also Present:

Laurie Coffman, CMCA®	Managing Agent, Total Property Management, Inc.
Shelley Armstrong	Homeowner and Architectural Committee Member
Charlie Stretch	Homeowner

I. CALL TO ORDER

A quorum was present, and Board Vice President, Don Flick, called the meeting to order at 6:46 PM.

II. HOMEOWNER FORUM

There were two homeowners present. Discussion held regarding garage sale and input regarding proposed changes to the Rules & Regulations.

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 October 10, 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 October 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

Board advised Management to close out and remove from report below, 35 Sonrisa, for front lawn, trees and lights on the December 12, 2017 Agenda.

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		11-5-17 per Shelley solar panels are on	
7 Puerto	Silver	Only adding an office	9/2/16	10/3/16	x	10-3- per Owner should be completed by Dec. 2017	
7 Puerto	Silver	Replace 2 Sliding Doors in Back of Home	10/26/17	11/6/17			
7 Puerto	Silver	Replace Windows	10/24/17				
8 Ramada	Elston	Paint Entire Home	8/30/17	9/7/17	x	NOC reminder sent 10/4/17	NOC rec'd 10-25-17
16 Redonda	Withers	Front, side, Backyard landscape	11-/13/17				
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	
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 and 10-11-17 with no response	
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 and on 11-2-17	

B. Social Committee – Geraldine Chinarian. Halloween Pizza Party held on October 31, 2017 was in the amount of \$728.92, Board to consider Social Committee budget increase for year 2018.

C. Community Facilities Committee – Chairman, Ken Fairbanks. No report at this time.

D. Landscape Committee – Committee Member, Janet Mull.

1. Park West weekly updates were reviewed and discussed by the Board of Directors.
2. Board of Directors discussed adding a Landscape Renovation Committee and advised Management to add to the December 12, 2017 meeting agenda for discussion.

E. Welcoming Committee – Chairman, Don Flick. No new owners at this time.

VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

1. Dethatching – Scheduled for March 2018. Firm date to follow once scheduled.
2. Irrigation Repairs at Sonrisa West exit planter – Completed.
3. Recolor product for use on Mailboxes/posts and Tot Lot has been received.
4. Fall Ficus Tree Trimming has been completed.
5. Application of Recolor on Mailboxes/posts and Tot Lot scheduled for Tuesday, November 21, 2017, product to be picked up from vendor at 17 Sonrisa.

VII. PROPOSALS

A. Pool House and Guard Shack Repairs – Report and Proposal

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to TABLE Proposal Document #201709-7444 in the amount of \$3,395.00 for repairs to the guard shack, pool house, men's bathroom door, bathroom closet and pool equipment doors. Board Member Ken Fairbanks will do an inspection and advise the Board at the December 12, 2017 meeting as to his findings and recommendation.

B. Tree Removal Proposals

1. Tree Pros Proposal Contract #18420R for the removal of Trees #2 and #6 in the amount of \$3,600.00

A MOTION WAS MADE, SECONDED, AND CARRIED BY THE BOARD to approve. Board Member Rich Lombardi abstained.

2. Tree Pros Proposal Contract #18531 for Trees #1, #4 and #5 in the amount of \$5,000.00 AND Park West Proposal #1276-11 for Trees #1, #4 and #5 in the amount of \$7,200.00

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to TABLE and add to the January 2018 meeting agenda.

C. Greenbelt Landscaping

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

Board of Directors advised Management to submit to them Landscape Architect company referrals.

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 for final revisions to the agreement, review and approve changes, and submit to the owner of 7 Puerto for review and approval. Owner and Board member

signatures must be done in front of a notary public to be notarized for a legal and binding agreement.

E. Adoption of Proposed Revised 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.

1. Consideration of response(s) from the membership were discussed.
2. Board of Directors will revise some portions and submit to the membership for review and response. Upon confirmation of 30-day notice of mailing to the membership, Management will be advised to add to the next scheduled meeting agenda for Adoption.

F. Holiday Lighting

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD, to approve Board Member Ken Fairbanks to purchase lights, with a minimal amount to be spent, and to place lights on bushes at both entrances so that there is some Holiday Lighting during the holidays for the Association.

G. Replacement/Repair Items

1. Mission wall caps – Pending future discussion and proposals.
2. 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.
3. Greenbelt sidewalk replacement/repairs. In review and discussion with Facilities Committee and the Board of Directors.

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

1. Irvine Company Unauthorized Painting of Perimeter Wall at Paseo.
A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD during the Executive Session that no further action with The Irvine Company would be taken at this time.
2. Garage Sale – Confirmed held.
3. Review/discussion of vines on community perimeter wall along the Paseo. Follow up action has been TABLED until further notice from the Board.

I. 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.

J. California Coastal Patrol & Southside Towing

The Board reviewed and discussed the revised post orders, adding towing, will obtain additional information, and further discuss the 96-hour rule for parked/stored vehicles and towing thereof. This is part of the Rules & Regulations currently in review.
A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the current placement of the Canyon Creek Vehicle Code and towing signs.

K. Hicks Canyon Wash – Plans for Landscape Improvements
Update submitted by Board Member Melvold. No action taken.

VIII. CORRESPONDENCE – None received for review.

IX. SUMMARY OF ACTION TAKEN LIST – Reviewed, no action needed.

X. NEXT MEETING ANNOUNCEMENT


The next Board meeting is scheduled for Tuesday, December 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 8:36 PM.

ATTEST

Board Member Signature



Date
12/12/2017