

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

January 9, 2018

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 January 9, 2018 at 15 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 (previously advised)
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Also Present:

Laurie Coffman, CMCA®	Managing Agent, Total Property Management, Inc.
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I. CALL TO ORDER

A quorum was present, and Board President, Dave Melvold, called the meeting to order at 6:55 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,** to approve the December 12, 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 November 30, 2017 and December 31, 2017 Financial Statements, subject to audit at fiscal year-end.

- 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		11-5-17 per Shelley solar panels are on	NOC received 12/13/17
7 Puerto	Silver	Only adding an office	9/2/16	10/3/16	x	Per Shelley – framing up – in process	
7 Puerto	Silver	Replace 2 Sliding Doors in Back of Home	10/26/17	11/6/17		1-6-2018	
7 Puerto	Silver	Replace Windows	10/24/17				
16 Redonda	Withers	Front, side, Backyard landscape	11-/13/17	11/30/17		1-30-2018- per Shelley in process	
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	

B. Social Committee – Geraldine Chinarian. No reports received. Board member, Gary Brenkman to review upcoming 2018 Budget with committee. Committee representative not in attendance but did advise Management/Board that they have not put the 2018 social calendar together at this time.

C. Community Facilities Committee – Chairman, Ken Fairbanks. No report at this time. Management submitted an email to Ken Fairbanks from Paul Cho, of 12 Redonda stating an interest in joining the committee. Ken Fairbanks to reach out to homeowner.

Ken Fairbanks requested Board authorization to put into place a Guard House Decorating Committee for the purpose of minor repairs, paint, cleaning up and décor with a budget not to exceed \$250.00, with the committee overseen by Laura Fairbanks, and Ken Fairbanks (to help where needed).

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve.

D. Landscape Committee – Committee Member, Janet Mull.

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

E. Welcoming Committee – Chairman, Don Flick. Email confirmation emailed to Don Flick by Management advising of new owners at:

1. 9 Vispera
2. 4 Ramada
3. 5 Redonda

F. Landscape Renovation Committee – Chairman, Don Flick. Not in attendance, no report received.

VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

1. Dethatching – Scheduled for March 2018. Firm date to follow once scheduled.
2. Removal of Eucalyptus Trees #2 and #6 by Tree Pros was completed.

VII. PROPOSALS

A. Pool House and Guard Shack Repair Proposals as noted on prior Termite Report

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the following upon confirmation by Board Member, Ken Fairbanks of the scope of work:

1. Document #201712-7538 in an amount NOT TO EXCEED \$695.00 for repairs to the guard shack.
2. Document #201712-7539 in an amount NOT TO EXCEED \$1,795.00 to replace pool equipment double doors, deadbolt and door knobs.
3. Document #201709-7444 in the amount NOT TO EXCEED \$1,695.00 to replace the men's bathroom door and door jamb with a pre-hung door.

B. Sunset Property Services – Street Sweeping 2018 Increase Notification

2018 monthly increase in the amount of \$5.00 for a total monthly contract amount of \$169.00 per month, beginning January 1, 2018. Management advised vendor that submission of increase was issued too late and vendor has revised the increase, bringing it back to the 2017 price of \$164.00.

C. Greenbelt Landscaping

1. Pending additional information and further discussion on remaining Eucalyptus trees and replacement possibilities. No action taken.

D. Puerto Wall Replacement Project

Board member, Ken Fairbanks to coordinate an on-site meeting and inspection with bidder(s) to review surrounding vegetation and trees for confirmation of which will need to be removed during the wall re-construction.

Board member, Ken Fairbanks still working to obtain a firm date from Matt Silver, owner of 7 Puerto for the signing and notarizing of signature of the Agreement prepared by legal counsel and will update the Board and Management. Executed, notarized agreement to be sent to the Board of Directors and Management for association records.

Management directed to advise the 7 Puerto Wall replacement bidders to submit their updated proposals, inclusive of, and agreeing to the prior Association's wall specifications.

E. Revised Proposed Rules & Regulations

Additional revisions to the Rules & Regulations were made and mailed to the membership on December 27, 2017 that included a letter from the Board, dated December 27, 2017. Letter of concern on previous revisions was submitted by the owner of 7 Sonrisa and reviewed by the Board.

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the additional revisions.

Adoption of the Revised Rules and Regulations will be added to the February 13, 2018 meeting agenda for approval.

F. Nordberg/DeNichilo Invoice for Professional Services

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve Invoice #11369 in the amount of \$5,167.68 for payment of legal services for the period of July 1, 2017 through November 17, 2017.

G. Replacement/Repair Items – No action taken

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. Vines on community perimeter wall along the Paseo. No further action to be taken. Item to be removed from agenda beginning with the February 13, 2018 meeting.

I. Association Gate Communications System – Replacement vs. Retention - TABLED

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 of specifications has now been TABLED until February 2018.

J. Recommendation for Installation of a Title 22 Compliant Chemical Controller and Proposal(s).

1. Decksides Pool Service Proposal #52680 for installation of the Pool Warden Chemical Controller for the pool and spa in the amount of \$8,014.22 was reviewed.

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve a revised invoice for this in an amount NOT TO EXCEED a total cost of \$7,000.00.

2. Decksides Pool Service, Option 2: Automation – 2018 Title 22 Contract rate for compliant service in the amount of \$372.00 per month (this rate would apply after purchase and installation of the Title 22 Compliant Chemical Controller).

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve Option 2, Automation in the amount of \$372.00 per month, if Proposal #52680 has been reduced to the approved amount of not to exceed \$7,000.00

K. Tree Removal and Stump Grind of Trees #1, #4 and #5 Proposals

1. Proposals submitted by Tree Pros have all been rejected.
2. Proposal submitted by Park West to be resubmitted to include soil back-fill and top with sod after stump grind and removal of wood chips. Soil back-fill and sod proposal for previously removed trees #2 and #6 to reviewed by the Board along with the resubmitted proposals at the February 13, 2018 meeting.

L. Hicks Canyon Wash – Plans for Landscape Improvement – TABLED until receipt of City Staff proposal which is expected in Spring 2018.

VIII. CORRESPONDENCE – None received for review.

IX. SUMMARY OF ACTION TAKEN LIST – Reviewed, and Board directed Management to move the Street Repairs, Paving and Slurry Seal to September 2018 on the Annual Review/Maintenance Schedule Calendar.

X. NEXT MEETING ANNOUNCEMENT

The next Board meeting is scheduled for Tuesday, February 13, 2018 at 29 Sonrisa at 6:00 pm., beginning with the Executive Session, 6:30pm Annual Meeting Polls Open, 6:45pm. Polls Close and Announcement of Election Results, 7:00pm Organizational Meeting of New Board, immediately followed by the General Session meeting.

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 8:05 PM.

ATTEST

Board Member Signature

Date