

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

February 13, 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 February 13, 2018 at 29 Sonrisa, Irvine, CA.

ATTENDANCE

Members Present:

| | |
|-------------------|-----------------|
| David Melvold | President |
| Don Flick | Vice President |
| Ken Fairbanks | Member at Large |
| Ralph Annunziata | New Member |
| Ann Marie Simmons | New Member |

Members Absent:

None

Also Present:

Laurie Coffman, CMCA® Managing Agent, Total Property Management, Inc.
Three (3) homeowner's in attendance

I. CALL TO ORDER – Immediately following the Annual Election

A quorum was present, and Board President, Dave Melvold, called the meeting to order at 7:19 PM.

II. HOMEOWNER FORUM

Three (3) homeowner's present during a portion of the General Session Meeting, no discussion held.

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 January 9, 2018 General Session Meeting Minutes.

IV. TREASURER'S REPORT

- A. A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD** to approve the January 31, 2018 Financial Statements, subject to audit at fiscal year-end.

B. CD Renewal

Bank of Baroda @.90% maturing on February 23, 2018. Options discussed by the Board. A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to authorize Director Melvold to review additional options closer to renewal date and finalize option choice for renewing this CD.

C. LIEN APPROVAL(S) – None for review.

V. COMMITTEE REPORTS

A. Architectural Committee – Current Activity.

1. Architectural Project Information – Reviewed by the Board.
2. 9 Sonrisa – Additional extension on completion time requested and approved by the Architectural Committee. Committee member, Shelley Armstrong reviewed the extension with the Board.
3. Architecture Review Committee Mission Statement Code of Ethics received by Committee Members, Shelley Armstrong and Ruth Ann Evans. Pending receipt from Sunny Noh.

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 |
|------------|---------|---|------------------------|-----------------------|---|--|---|
| 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 | NOC received 1.15.18 |
| 9 Sonrisa | Noh | Remodel/Skylight | 3/31/17 | 4/11/17 | x | 1/27/18 Addl Extension granted until end of April 2018 | Extension approved for all 3 applications |
| 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 | |
| 27 Sonrisa | Nguyen | Front yard Landscape/Hardscape | 1/28/18 | Denied 1/29/18 | | | |

B. Social Committee – Geraldine Chinarian. No reports received. Board advised Management to request a representative be present at the March 13, 2018 meeting and if unable to attend, submit report for review.

- C. Community Facilities Committee** – Chairman, Ken Fairbanks. Confirmation of completion of the cleaning, painting and decorating of the Guard House by the Guard House Decorating Committee, Laura Fairbanks and Pam Patten and thanking them for their work. Ken Fairbanks also advised the Board that he has replaced most, if not all of the standard light bulbs to LED to Association lighting, which is much more cost effective.
- 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. 5 Redonda (emailed to Chairman again for review and reaching out to welcome).
- F. Landscape Renovation Committee** – Chairman, Don Flick. Advised the Board he has made contact with a Landscape Architect and will be speaking with him further. Also reached out to Janet Mull and Ginny Davenport. If Ginny is unable to assist on committee, Laura Fairbanks and Pam Patten stated they would consider joining.

VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS

1. Dethatching – Scheduled for March 2018. Firm date to follow once scheduled.

VII. PROPOSALS

A. Pool House and Guard Shack Repair Proposals as noted on prior Termite Report have been revised and submitted after further review and discussion with Facilities Committee Chairman, Ken Fairbanks.

1. Pool – Women’s Restroom – Document #201801-7622 in the amount of \$1,955.00
2. Pool – Men’s Restroom – Document #201709-7444 in the amount of \$1,995.00
3. Pool Equipment Doors – Document #201801-7624 in the amount of \$2,395.00

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to TABLE proposals until the March 13, 2018 meeting.

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve Professional Craftsmen for time and material work on the Guard House with Director, Ken Fairbanks to oversee project and not to exceed \$500.00, if it appears additional work is needed and exceeds approved amount, this will be presented to the Board for additional approval.

B. Insurance Renewal for March 4, 2018 through March 4, 2019 by Armstrong/Robitaille/Riegle Insurance

- Common Area Property/Commercial General Liability \$2,813.15
- Excess Liability Umbrella \$1,100.00
- Fidelity Bond Employees Dishonesty \$850.00
- Directors and Officers D&O – Claims Made \$1,192.00
- Workers Compensation \$363.00
- Estimated Total Annual Premium in the amount of \$6,318.15

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the renewal of Insurance in the amount of \$6,318.15 for the period of March 4, 2018 through March 4, 2019.

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 reviewed, still in discussion and to be placed on the March 13, 2018 meeting agenda.

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to place on HOLD, the Access Agreement, until further discussion is held and decision on how to move forward is determined.

E. Revised Proposed Rules & Regulations for Adoption

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve the Adoption of the Revised Rules and Regulations.

F. 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.
4. Cracks in asphalt.

G. Association Gate Communications System – Replacement vs. Retention

In process of obtaining additional information and proposals. To be added to the March 13, 2018 meeting agenda.

H. Landscape Proposals – Provided by Park West

1. Removal of grinding debris, backfill with clean soil and add sod in Tree #2 & #6 removal area, Proposal #42819 in the amount of \$408.00

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

2. Tree removal and stump grind of trees, Estimate Number 1276-11
Tree #1: \$1,500.00
Tree #4: \$2,850.00
Tree #5: \$2,850.00

3. Removal of grinding debris, backfill with clean soil and add sod for Trees #1, #4 and #5, Proposal #42820 in the amount of \$612.00

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to TABLE until the March 13, 2018 meeting, and to have added to this a copy of both arborist reports for review.

4. Tree Trimming 2018 in the amount of \$10,730.00 with the correction of trimming the Canary Pines in Spring, not Fall.

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to APPROVE the 2018 Tree Trimming.

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

J. Title 22 Compliant Chemical Controllers – Deckside revised Estimate #52680 from \$8,014.22 to a cost of \$6,949.23 with a 30% deposit, to be paid from Pool/Spa Reserve. Management advisement to the Board.

K. Tennis Court Resurfacing – Annual Review/Maintenance Item

- Prosurface Proposal in the amount of \$8,350.00

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to DENY proposal, and move to January 2019 schedule for review.

L. Accent Automated Gates Proposal – Pedestrian Gate Locks (Recommendation: Alarmlock DL2700WP weatherproof electronic digital lock).

- Yale Pedestrian Gate in the amount of \$1,012.54

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to TABLE until the March 13, 2018 meeting.

M. Discussion

How to handle the general issue of the need for repeated reminders on trees/vegetation hanging over community sidewalks.

- Board will review on a monthly basis during onsite walks.

VIII. CORRESPONDENCE – Reviewed and discussed.

1. Deckside Pool Service announcement of merger with Best Pool Service. No interruption of service or increase in costs will take place.
2. Open House Signs (Generic) are being held at the home of Shelley Armstrong. The Board determined that they will remain there and distributed out for use as needed and requested by homeowners.

IX. SUMMARY OF ACTION TAKEN LIST – Reviewed by the Board. No action taken.

X. NEXT MEETING ANNOUNCEMENT

The next Board meeting is scheduled for Tuesday, March 13, 2018 at 35 Sonrisa at 6:30pm., beginning with the Executive Session, immediately following, or by 7:00pm, the General Session meeting.

XI. ADJOURNMENT

There being no further business to come before the Board of Directors during the General Session, a motion was duly made, seconded and carried unanimously to adjourn the General Session Meeting at 8:58PM and move to the Organizational Meeting.

ORGANIZATIONAL MEETING – called to order at 8:59PM:

- I. Organization discussion
- II. Motions for position on the Board for each director
 - a. Donald Flick – President
 - b. Ken Fairbanks – Vice President
 - c. David Melvold – Treasurer
 - d. Ralph Annunziata – Secretary
 - e. Ann Marie Simmons – Member at Large

A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to APPROVE each position.

III. ADJOURN

There being no further business to come before the Board of Directors, a motion was duly made, seconded and carried unanimously to adjourn the Organizational Meeting at 9:10PM.

ATTEST

Board Member Signature

Date