

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 10, 2018**

REGULAR SESSION MINUTES

NOTICE OF MEETING Upon notice duly given and received, a general session meeting of the Board of Directors of the Canyon Creek Homeowners Association was held at 13 Ramada, Irvine, CA on April 10, 2018.

ATTENDANCE

Directors Present:

Don Flick	President
Ken Fairbanks	Vice President
David Melvold	Treasurer
Ralph Annunziata	Secretary
Ann Marie Simmons	Member at Large

Representing Management: Jamie Hackwith, CMCA®, AMS®, PCAM®

GUESTS PRESENT There were no other guests' present

CALL TO ORDER A quorum was present, and Board President, Don Flick, called the meeting to order at 6:50 PM

HOMEOWNER FORUM There were no homeowners present during the general session meeting, and no discussion held.

EXECUTIVE SESSION DISCLOSURE An announcement was made indicating that the Board met in Executive Session prior to the Regular Session portion of the meeting to discuss delinquencies, hold hearings for non-compliance matters, contractual, personnel and legal issues as permitted by California law.

MINUTES *A motion was made, seconded and carried unanimously to approve the minutes of the March 13, 2018 general session meetings, as corrected.*

TREASURER'S REPORT The Board reviewed the financial statement for the period ending March 31, 2018. Management informed the Board of the financial status of the Associations banking accounts, which consisted of \$51,809.85 in the checking account and \$594,028.00 in the reserve investment account.

A motion was made, seconded and carried unanimously to approve the March 31, 2018 Financial Statements, subject to audit at fiscal year-end.

MATURING CD'S The Board discussed the CD held at BMO Harris Bank @ 1.50%, which is due to mature May 29, 2018.

A motion was made, seconded and carried unanimously to table discussion until the May 8, 2018 meeting.

LIEN APPROVALS None this month

FORECLOSURES None this month

COMMITTEE REPORTS

ARCHITECTURAL

Chairman: Don Flick for Shelley Armstrong

1. Reviewed the Architectural Progress Report
2. Reviewed the Architectural Review Committee Mission Statement Code of Conduct and Ethics form signed and received from Committee Member Sunny Noh.
3. Discussed possible notification to homeowners regarding the need to obtain architectural approval from the Association prior to making any exterior modifications.

COMMUNITY FACILITIES

Chairman: Ken Fairbanks

1. Discussed wood work needed at the guardhouse
2. Ken Fairbanks noted that he was able to repair the west pedestrian gate lock.
3. Briefly discussed the need for renovation of the pool building
4. Briefly discussed the gate access control system
5. The committee presented options for new pool furniture and discussed disposal of the existing furniture.

A motion was made, seconded and carried unanimously to approve a cost not to exceed \$11,000.00 for the purchase of replacement pool furniture per the written recommendations submitted by the committee. To be coded to the pool/spa reserve fund.

LANDSCAPE

Chairman Janet Mull

1. Reviewed the weekly landscape reports submitted by Park West Landscape.

LANDSCAPE RENOVATION

Chairman Don Flick

1. Discussed. The Committee decided to forgo the first design presented due to the cost and shall be discussing the project with another company.

SOCIAL

Chairman: Geraldine Chinarian

1. The Board had previously requested a committee representative attend the April Board Meeting and provide a cost for each proposed event that collectively will fall within the annual committee's budget. Management will send another invitation for the May meeting.

WELCOMING COMMITTEE

Chairman: Don Flick

1. Advised that the home at 10 Ramada closed escrow
2. Discussed the revised and updated Welcome Packet emailed by Don Flick. The Board shall submit any comments to Don Flick.

DISCUSSION ITEMS:

LANDSCAPE

The Board reviewed a proposal submitted by Park West Landscape Management to remove and reinstall the same kind of plants back into the planter near the walking trail at a cost of \$1,744.00. It was noted that this proposal was submitted for information only and is not for plant replacement located on Canyon Creek property. **No motions were made.**

**HICKS CANYON
WASH**

The Board reviewed an email report submitted by Dave Melvold regarding the plan for landscape improvements at the Hicks Canyon Wash. **No motions were made.**

**POOL – SPRING
CLEANING**

The Board reviewed an unsolicited proposal submitted by Personal Touch Cleaning to complete various spring cleaning tasks. It was noted that the pool furniture was approved to be replaced and therefore, deep cleaning would not be needed.

A motion was made, seconded and carried unanimously to deny the proposal.

**WALKWAY
CLEANING**

The Board reviewed an unsolicited proposal submitted by Jet Clean Janitorial to power-wash all of the common area walkways, including the greenbelts and playground areas at a total cost of \$3,450.00.

A motion was made, seconded and carried unanimously to table discussion to the May 8, 2018 meeting.

**POOL HOUSE
DOORS**

The Board reviewed proposals submitted by Professional Craftsmen to complete repairs to the Pool House (as noted per inspection with Facilities Committee Chairman Ken Fairbanks):

- Replace the women's restroom door at a cost of \$1,955.00
- Replace the men's restroom door and jamb at a cost of \$1,995.00
- Replace the pool equipment doors at a cost of \$2,395.00

A motion was made, seconded and carried unanimously to table discussion to the May 8, 2018 meeting.

**PERIMETER
WROUGHT IRON
FENCE**

The Board reviewed proposals submitted by Cox Contracting to address repainting portions of the perimeter wrought iron:

- Option 1 - \$2,100.00
- Option 2 - \$3,800.00

A motion was made, seconded and carried unanimously to table discussion to the May 8, 2018 meeting.

**ASSOCIATION
ASPHALT CRACKS**

The Board reviewed a proposal submitted by Quickel Paving to pressure clean, crack fill and seal coat approximately 8,000 lineal feet of asphalt at a cost of \$18,755.00. Dave Melvold will further investigate by talking with the City of Irvine re: their process.

A motion was made, seconded and carried unanimously to table discussion to the May 8, 2018 meeting.

RESERVE STUDY

The Board reviewed a proposal submitted by ARS to complete the 2018 Reserve Study:

- Option 1 – Update with site visit @ \$750
- Option 1a – Add photos of components @ \$175
- Options 2 – Update without a site visit @ \$525.00

A motion was made, seconded and carried unanimously to table discussion to the May 8, 2018 meeting pending review of two additional proposals to be obtained by Total Property Management.

**PUERTO WALL
REPLACEMENT
PROJECT**

The board discussed the Puerto wall replacement project. Ken stated that the neighboring community did respond with their own proposal for how the wall should be completed. We should know by the May meeting if the City of Irvine will be okay with the design.

A motion was made, seconded and carried unanimously to table discussion to the May 8, 2018 meeting.

NEXT MEETING

The next scheduled Board of Directors Meeting will be held on Tuesday, May 8, 2018 @ 29 Sonrisa Irvine, CA. Executive Session Meeting to begin at 6:30 PM, with the General Session Meeting immediately following or by 7:00 PM. Ken Fairbanks, Vice President, will conduct this meeting as President Don Flick will be out of town.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting adjourned at 8:37 PM

ATTEST:

Board Member Signature

Date