

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 8, 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 29 Sonrisa, Irvine, CA on May 8, 2018.
ATTENDANCE	
Directors Present:	Ken Fairbanks Vice President David Melvold Treasurer Ralph Annunziata Secretary Ann Marie Simmons Member at Large <i>Don Flick President</i>
	Representing Management: Jamie Hackwith, CMCA®, AMS®, PCAM®
GUESTS PRESENT	Sam Chinarian, Social Committee
CALL TO ORDER	A quorum was present, and Vice President, Ken Fairbanks, called the meeting to order at 6:50 PM
HOMEOWNER FORUM	There was one (1) homeowner 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	<i>A motion was made, seconded and carried unanimously to approve the minutes of the April 10, 2018 general session meetings, as presented.</i>
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. <i>A motion was made, seconded and carried unanimously to approve the Treasurer's Report for the month of March.</i>
INVESTMENT MATURITY DATES	The Board discussed the CD held at BMO Harris Bank @ 1.50%, which is due to mature May 29, 2018. <i>A motion was made, seconded and carried unanimously to reinvest the funds into a 9-month CD at the best possible rate.</i>
LIEN APPROVALS	None this month
FORECLOSURES	None this month

COMMITTEE REPORTS

ARCHITECTURAL

Chairman: Shelley Armstrong

1. The Board reviewed the Architectural Progress Report

COMMUNITY FACILITIES

Chairman: Ken Fairbanks

1. The Board reviewed the May 4, 2018 committee report submitted by Ken Fairbanks (*included with these minutes*).
2. Puerto Wall - Ken Fairbanks gave an update on the Puerto wall project. Cox Contracting Service submitted an alternate proposal at a cost of \$34,250.00.

A motion was made, seconded and carried unanimously to table a decision until the June 12, 2018 meeting and send a notice to the concerned homeowners letting them know the Board is planning to replace the existing wall with a like-kind wall and invite them to the next meeting to express their input.

3. Wrought Iron fences - The Board reviewed the proposal submitted by Cox Contracting to address 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 June 12, 2018 meeting.

4. Pool Furniture:
 - The Board discussed ratification of the decision made at the April 10, 2018 meeting to approve the purchase of new furniture
 - The Board discussed ways to dispose of the existing furniture. Ralph Annunziata recommended sending out an email blast to the Owners advertising the sale of the used furniture on a first come, first serve cash-only basis.

A motion was made, seconded and carried unanimously to ratify the decision made at the April 10, 2018 meeting to approve the purchase of new furniture and approve the added cost for a grand total of \$11,800.00. To be coded to the furniture reserve fund.

A motion was made, seconded and carried unanimously to give Ralph Annunziata authorization to sell the furniture at the prices agreed upon by the Board on Saturday, May 12, 2018 with first preference going to homeowners for the first two hours.

5. The Board reviewed proposals submitted by Professional Craftsman to replace the Pool House Doors, as follows:
 - 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

No motion was made.

COMMUNITY FACILITIES
Continued...

6. Community Cameras – Discussed the possible purchase and installation of cameras at the pool and tennis court areas

A motion was made, seconded and carried unanimously to table discussion until the June 12, 2018 meeting.

7. Pathway Lighting - The Board discussed the possibility of replacing the 70W high pressure sodium light bulb with 20W LED bulbs for around \$20 per bulb.

A motion was made, seconded and carried unanimously to approve \$30.00 to Ken Fairbanks to purchase and install a new 20W LED light bulb.

LANDSCAPE

Acting Chairman: Don Flick

1. Reviewed the April Punch List and the weekly landscape reports submitted by Park West Landscape.
2. Reviewed the Tree Trimming Breakdown for 2018 submitted by Park West Landscape

LANDSCAPE RENOVATION

Chairman Don Flick

1. The Board reviewed the report submitted by the Committee

SOCIAL

Chairman: Sam Chinarian for Geraldine Chinarian

1. The Board met with committee member Sam Chinarian to discuss the cost for each proposed event that collectively falls within the annual committee's budget.
 - The committee submitted a written report for 2018, with anticipated expenses totaling \$1,949.26.
 - The total amount budgeted for 2018 is \$1,543.92 The committee is asking for an additional \$405.34.
 - The Board asked the committee to attend the June 12, 2018 meeting to discuss the request for an increase in the 2018 budget.

WELCOMING COMMITTEE

Chairman: Don Flick

1. The Board reviewed the report submitted by the Committee.
2. The home at 11 Trovita closed escrow

DISCUSSION ITEMS:

ADDENDUM TO THE MANAGEMENT CONTRACT & THE COLLECTION POLICY

The Board reviewed an update to addendum B of the management contract and the revised collection policy drafted by Management. Addendum B and the collection policy need to be revised due to recent changes in California law. Once approved, the revised collection policy is to be sent out to all Owners for a 30-day comment period before formal adoption by the Board at a duly called meeting.

A motion was made, seconded and carried unanimously to send the draft collection policy out to the homeowners for a 30-day comment period.

LANDSCAPE

The Board reviewed a proposal submitted by Park West Landscape Management to replace the color at both entrances, Sonrisa East and Sonrisa West at Canyon Creek at a cost of \$594.00.

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

**ASSOCIATION
ASPHALT CRACKS**

The Board reviewed an email submitted by David Melvold and a revised proposal pending from Quickel Paving to crack fill areas as needed.

A motion was made, seconded and carried unanimously to table discussion pending review of the revised proposal from Quickel Paving.

**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 June 12, 2018 meeting.

RESERVE STUDY

The Board reviewed proposals submitted by various Reserve Study Analysts to complete the 2018 Reserve Study:

- **Association Reserves** – Three year flat fee @ \$620 per year.
- **ARS** - \$525 (update) - \$925 (Site Visit)
- **Foresight** - \$415 (Update) - \$765 (Site Visit)
- **Strategic Reserves** - \$399 (Update) - \$989 (Site Visit)

A motion was made, seconded and carried unanimously to approve the proposal submitted by ARS to complete an update at a cost of \$525.00.

**BEE TREATMENT
AND SERVICE**

The Board discussed information regarding a recent service completed by Accurate Pest Control for bees.

A motion was made, seconded and carried unanimously to ask Accurate Pest Control to come back out and re-treat the area at no cost to the Association.

NEXT MEETING

The next scheduled Board of Directors Meeting will be held on Tuesday, June 12, 2018 @ 37 Sonrisa Irvine, CA. Executive Session Meeting to begin at 6:30 PM, with the General Session Meeting immediately following or by 7:00 PM.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting adjourned at 8:45 PM

ATTEST:

Board Member Signature

Date