

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 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 24 Sonrisa, Irvine, CA on July 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 was one (1) guest in attendance for regular session.

**CALL TO ORDER** A quorum was present, and President, Don Flick, called the meeting to order at 7:05 PM

**HOMEOWNER FORUM** There was one (1) homeowner in attendance for regular session.

**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 June 12, 2018 general session meetings, as presented.*

**TREASURER'S REPORT** The Board reviewed the financial statement for the period ending May 31, 2018. Management informed the Board of the financial status of the Associations banking accounts, which consisted of \$50,346.96 in the checking account and \$595,979.92 in the reserve investment account. **No motions were made.**

**INVESTMENT MATURITY DATES** None this month

**LIEN APPROVALS** None this month

**FORECLOSURES** None this month

**COMMITTEE REPORTS**

**ARCHITECTURAL** **Chairman: Shelley Armstrong**  
1. The Board reviewed the Architectural Progress Report. **No motions were made.**

## COMMUNITY FACILITIES

### Chairman: Ken Fairbanks

1. Community Cameras – The Board 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 August 14, 2018 meeting.*

2. Access Gates – Ken Fairbanks stated he was is in the process of getting a bid for internet service at the gates and the pool and would like to schedule a demonstration of new access software at the August or September meeting. **No motions were made.**

3. Restroom Door Bids (Professional Craftsman). **No motions were made.**

4. Puerto Wall Project – The Board discussed the proposal submitted by A-Z Property Services repair the Puerto wall at a cost of \$10,000.92. Cox Contracting has also provided a bid for \$34,250. It was noted that the best solution might be to install (bolt) new wrought iron on top of the existing wall and forgo full replacement at this time.

*A motion was made, seconded and carried unanimously to table discussion to the August 14, 2018 meeting and ask Cox Contracting to submit a revised (detailed) proposal.*

5. Perimeter Wrought Iron Fence – 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 August 14, 2018 meeting. Ken Fairbanks to conduct further discussions with Cox Contracting regarding the paint selection.*

6. Light Fixture – The Board discussed the light fixture options installed by Ken Fairbanks. He shall obtain a bid for fixture option #3. **No motions were made.**
7. Mailboxes – Ken Fairbanks noted that he has repaired several mailbox doors recently due to damaged hinge rivets. The Association should look to contact the mailbox vendor for possible replacement parts. **No motions were made.**

## LANDSCAPE

### Acting Chairman: Don Flick

1. The Board reviewed the Park West weekly landscape reports.
2. The Board reviewed the weekly Park West checklist for plant, shrub and vine maintenance of the common areas.
3. The Board reviewed the rotation maps from Park West.
4. 2018 Fall Trimming – The Board reviewed the approved three-year tree trimming plan from Park West Tree Care.

**No motions were made.**

**LANDSCAPE  
RENOVATION**

**Chairman: Don Flick**

1. The Board reviewed the July Board Meeting Action Items (Committee Report). **No motions were made.**
2. The Board discussed the possibility of asking Park West to submit a landscape renovation plans for the common area between the Yale pedestrian gate and Redondo. **No motions were made.**
3. Pool Area Landscape – The Board reviewed the revised proposal submitted by Park West to remove and install new plant material inside the pool area at Canyon Creek @ \$2,595.50.

*A motion was made, seconded and carried unanimously to approve the proposal. **To be coded from the pool landscape reserve fund.***

4. Pool / Tennis Court / Tot Lot Entry Concrete – The Board reviewed the revised bids to replace three (3) large sections of concrete pathway located near the pool, tot lot and tennis court areas, submitted by:
  - A-Z Property Service (\$4,719.34)
  - Quickel Paving (\$6,990)
  - Spectrum Property Service (\$8,226.40)
  - Concrete Hazard Solutions (\$9,160.00)

*A motion was made, seconded and carried unanimously to table discussion pending revised bids to address additional concrete replacement from Redondo to Ramada.*

**SOCIAL**

**Chairman: Geraldine Chinarian**

1. 2018 planned events – The Board discussed the revised budget request made by the committee.

*A motion was made, seconded and carried unanimously to table discussion to the August 14, 2018 meeting.*

**WELCOMING**

**Chairman: Don Flick**

No new homeowners in month of June; no report

**DISCUSSION ITEMS:**

**COLLECTION  
POLICY**

The Board considered formal adoption of the revised Collection Policy. Management noted that as of the date of the meeting, no homeowner comments have been received regarding the proposed revised collection policy.

*A motion was made, seconded and carried unanimously to approve the revised collection policy, as written.*

**HICKS CANYON  
WASH TRAIL**

The Board reviewed an email submitted by David Melvold regarding the Hicks Canyon Wash Trail. The City Council approved \$450,000 for the design of the renovation plans for the Hicks Canyon Wash Trail, in approving the City's 2018-19 Budget. **No motions were made.**

**JANITORIAL  
SERVICE**

The Board reviewed an email submitted by Personal Touch Cleaning & Maintenance regarding their service. Due to the mandatory annual minimum wage increase for OC & IE of 9%, they are forced to increase their rates by 5%. The total annual increase of \$315.22 and will be effective January 1st, 2019.

*A motion was made, seconded and carried unanimously to approve the increase request.*

**COMMUNITY  
PERIMETER WALL**

The Board discussed the state of the perimeter walls around the community and how to address homeowner installed vegetation and needed repairs to the walls.

*A motion was made, seconded and carried unanimously to table discussion pending review of bids to repair the top caps. To be assigned to the Community Facilities Committee.*

**NEXT MEETING**

The next scheduled Board of Directors Meeting will be held on Tuesday, August 14, 2018 @ 35 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 8:38 PM

**ATTEST:**

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Board Member Signature

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Date