

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 11, 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 September 11, 2018.

**ATTENDANCE**

**Directors Present:** Don Flick President  
Ralph Annunziata Secretary  
Ann Marie Simmons Member at Large

**Directors Absent:** Ken Fairbanks Vice President  
David Melvold Treasurer

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

**GUESTS PRESENT** There were no guests in attendance for regular session.

**CALL TO ORDER** A quorum was present, and President, Don Flick, called the meeting to order at 7:09 PM

**HOMEOWNER FORUM** There were no homeowners in attendance for regular session and no items brought before the Board.

**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 August 15, 2018 general session meetings, as presented.*

**TREASURER'S REPORT** The Board reviewed the financial statement for the period ending August 30, 2018. Management informed the Board of the financial status of the Associations banking accounts, which consisted of \$57,475.42 in the checking account and \$614,271.75 in the reserve investment account.  
*A motion was made, seconded and carried unanimously to table discussion until the October 9, 2018 meeting.*

**INVESTMENT MATURITY DATES** The Board reviewed CD's, which are due to mature in September. During the August 15, 2018 meeting, the Board moved not to reinvest the funds from the CD held with Enterprise B& T, which matures 9/04/18.

- Compass Bank 1.45% - Matures 9/14/18
- State Bank 1.45% - Matures - 9/18/18

*A motion was made, seconded and carried unanimously to roll both CD's over into two (2) new CD's for terms of six (6) months each.*

**LIEN APPROVALS** None this month

**FORECLOSURES**            None this month

**COMMITTEE REPORTS**

**ARCHITECTURAL  
COMMITTEE**

**Chairman: Shelley Armstrong**

1. The Board reviewed the Architectural Progress Report. **No motions were made.**

**COMMUNITY  
FACILITIES  
COMMITTEE**

**Chairman: Ralph Annunziata for Ken Fairbanks**

1. Telephone Entry System – Discussion regarding the proposal submitted by Automated Gate Services to install a new telephone entry system and provide monthly preventative maintenance service.
2. Pool House and Guard Shack – Discussion regarding the Termite Report submitted by Accurate Termite and Pest Control
3. Community Cameras – Discussion of possible purchase and installation of cameras at the pool and tennis court areas
4. Restroom Door Bids (Professional Craftsman) (Bid not included)

**No motions were made regarding the four (4) above-noted items.**

5. Puerto Wall Project – Discussion of the proposal submitted by Cox Contracting (\$16,900) and A-Z Property Services (\$10,000.92) to remove and replace the wrought iron fencing on the existing block wall

***A motion was made, seconded and carried unanimously to approve the proposal submitted by Cox Contracting at a cost of \$16,900.00. To be coded to the block wall reserve fund.***

6. Perimeter Wrought Iron Fence. Proposal submitted by Cox Contracting to address the perimeter wrought iron. **No motions were made.**

**LANDSCAPE  
COMMITTEE**

**Acting Chairman: Don Flick**

1. Park West weekly landscape reports
2. 3-Week Detail Schedule Rotation map
3. Fall trimming Schedule – Park West Tree Care has tree trimming scheduled for October 1st and 2nd

**No motions were made regarding the three (3) above-noted items.**

4. 7 Sonrisa – Discussion of the request from the homeowner to spray the Ficus tree located near their home with a seed prohibitor every spring and trim the branches that overlap the fence line

***A motion was made, seconded and carried unanimously to table discussion until the October meeting pending a report from the Landscape Committee after an inspection with the arborist.***

5. Arborist Report – Review of the October 3, 2017 Arborist report from Tree Pros regarding the Blue Gum Eucalyptus

***A motion was made, seconded and carried unanimously to table discussion until the October 9, 2018 meeting.***

**LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairman: Don Flick**

1. Camphor trees by the tot lot – The Board reviewed a bid from Park West Landscape to remove and grind two (2) Camphor Trees at a cost of \$1,100.00.
2. Carrotwood tree by the pool - The Board reviewed the Park West Arborist Review and a proposal to remove and stump grind the Carrotwood tree located by the pool at a cost of \$850.00.

*A motion was made, seconded and carried unanimously to approve the above-noted proposals. To be completed ahead of the sidewalk replacement project.*

3. Concrete pathway removal and replacement. The Board reviewed proposals submitted by various contractors to remove and replace damaged sections of the common area concrete pathways.
  - A-Z Property Service (\$41,520.08)
  - Concrete Hazard Solutions (\$44,500.00) + optional grinding @ \$975.00
  - Quickel Paving (\$54,995.00)
  - Spectrum Property Services (\$73,507.65)

*A motion was made, seconded and carried unanimously to approve the proposal submitted by Concrete Hazard Solutions at a cost of \$44,500.00 with the grinding option @ \$975.00 on the condition that, after an on-site inspection with the contractor, Don Flick confirms the scope of work noted in the contract meets Board expectations. To be coded to the concrete replacement reserve fund*

**SOCIAL  
COMMITTEE**

**Chairman: Geraldine Chinarian**

No report submitted

**WELCOMING  
COMMITTEE**

**Chairman: Don Flick**

No new homeowners in month of August; no report

**DISCUSSION ITEMS:**

**MINUTES**

The Board discussed the amount and type of information to be disclosed to the membership in the minutes. **No motions were made.**

**AUDIT AND TAXES  
FOR FYE 12/31/18**

The Board reviewed proposals submitted by Inouye, Shively & Klatt (\$825.00), VanDerPol & Company (\$950.00) and Owens, Moskowitz & Associates (\$1,200.00) to complete the audit and taxes for fiscal year ending December 31, 2018.

*A motion was made, seconded and carried unanimously to approve the proposal submitted by VanDerPol & Company.*

**RESERVE STUDY**

The Board reviewed the update to the reserve study (Revision 2) as completed by ARS. As of January 1, 2019, ARS anticipates the Association shall be 74.87% funded. ARS is recommending the Association budget \$7,558.33 per month in 2019 for reserves. The Association currently budgets \$7,466.67 per month for 2018.

*A motion was made, seconded and carried unanimously to table discussion until the October 9, 2018 meeting.*

**BUDGET FOR FYE  
12/31/2019**

The Board reviewed the draft budget for fiscal year ending December 31, 2019 as prepared by management. Based on a review of current and anticipated operating expenditures and reserve contributions recommended by the Reserve Analyst for the most current update to the reserve study, management is recommending a \$2.00 per home, per month increase in the monthly assessment, effective January 1, 2019.

*A motion was made, seconded and carried unanimously to table discussion until the October 9, 2018 meeting.*

**HOLIDAY LIGHTS  
AND DECORATIONS**

The Board reviewed a proposal submitted by Light Up My Holiday and Comet Lighting & Electric to provide various holiday lighting and decorations.

*A motion was made, seconded and carried unanimously to approve the proposal submitted by Comet Lighting & Electric on the condition they agree to Take out the Hicks & Yale option and include installation of string lights at the shrubs around the guard shack and icicle lights around the guard shack eves at a cost not to exceed \$1,600.00. To be installed and turned on by Thanksgiving and removed between January 6 and January 10, 2018.*

**NEXT MEETING**

The next scheduled Board of Directors Meeting will be held on Tuesday, October 9, 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.

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 8:20 PM

**ATTEST:**

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Board Member Signature

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Date