

CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 9, 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 October 9, 2018.

ATTENDANCE **Directors Present:** Don Flick, President
Ken Fairbanks, Vice President
Ralph Annunziata, Secretary
David Melvold, Treasurer
Ann Marie Simmons, Member at Large

Representing Mgmt: 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 6:55 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 to approve the minutes of the September 11, 2018 meeting, as submitted (David Melvold abstained).*

TREASURER'S REPORT The Board reviewed the financial statement for the period ending August 31, 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 approve the financial report for August 31, 2018.

INVESTMENTS The Board discussed the services provided by UBS financial services and communication between management and Silvana D'Anna of UBS. No motions were made.

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: Ken Fairbanks

1. Wall Caps – The Board discussed homeowner installed vegetation located on the Association-owned perimeter walls and a proposal submitted by Cox Contracting to complete various repairs to the walls along Rincon at a cost of \$5,180.00. Ken Fairbanks will draft a letter to be sent to homes that back up to Association-maintained perimeter walls. **No motions were made.**

2. Puerto Wall Project – The Board discussed the approved proposal submitted by Cox Contracting to remove and replace the wrought iron fencing on the existing block wall and the limited license agreement from Eastwood Village

A motion was made, seconded and carried to approve the limited license agreement from Eastwood Village (Nay, David Melvold).

3. Telephone Entry System – The Board discussed the proposal submitted by Automated Gate Services to install a new telephone entry system and provide monthly web service.

*A motion was made, seconded and carried unanimously to approve the proposal at a cost of \$24,457.00 installation plus \$185 per month for web services for the pool, tennis court and east and west gates. **To be coded to the access control reserve and pool reserve fund.***

A motion was made, seconded and carried unanimously to purchase up to \$4,000 in new key fobs and tags.

A motion was made, seconded and carried unanimously to provide each homeowner with (1) one key fob and two (2) headlight tags at no charge.

4. Community Cameras – The Board discussed the possible purchase and installation of cameras at the pool and tennis court areas. **No motions were made.**
5. Perimeter Wrought Iron Fence. Proposals are pending from three different contractors to complete this work. **No motions were made.**

**LANDSCAPE
COMMITTEE**

Acting Chairman: Don Flick

1. The Board reviewed the Punch List and weekly landscape reports submitted by Park West Landscape. **No motions were made.**
2. Arborist Report – The Board reviewed the October 3, 2017 Arborist report from Tree Pros regarding the Blue Gum Eucalyptus and a proposal submitted by Tree Pros to remove various Eucalyptus.
A motion was made, seconded and carried unanimously to table discussion until the November meeting.
3. 7 Sonrisa – The Board reviewed a 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. Per Park West, the suggested product will not work. The trees are too big to spray and the inhibitor would not be effective on the type of Ficus tree located near this home.

A motion was made, seconded and carried unanimously not to treat the trees with the seed prohibitor suggested by the homeowner. This decision is based on a response from the Association's Arborist who has recommended against the use of this product.

**LANDSCAPE
RENOVATION
COMMITTEE**

Chairman: Don Flick

1. Concrete pathway removal and replacement – The Board reviewed the bid submitted by Concrete Hazard Solutions and approved at the September 11, 2018 meeting. The Board also reviewed revised options submitted by the contractor:
 - Approved Bid was \$44,500.00 + grinding @ \$975.00
 - Revised Bid includes three options:
 - a) Remove and replace approx. 10' X 4' of concrete on either side of the drain structure on Ramada at an additional cost of \$1,520.00.
 - b) Deductive Alternate to delete all rebar @ \$2,500.00 off the original estimate
 - c) Deductive Alternate to reduce rebar to #3 at 18" on center @ \$1,350.00 off the original estimate

A motion was made, seconded and carried to approve Option C - deductive alternate to reduce rebar to #3 at 18" on center @ \$1,350.00 off the original approved estimate for a total cost of \$4,3150.00 + grinding @ \$975.00 (Nay, David Melvold).

2. Landscape Renovation Design – The Board reviewed the proposal submitted by Missy Ann Schweiger to complete phase 1 of the project at a cost of \$8,400.00. Don Flick announced that a 2nd bid has been submitted for this work.

A motion was made, seconded and carried unanimously to table discussion until the November 13, 2018 meeting.

**SOCIAL
COMMITTEE**

Chairman: Geraldine Chinarian
No report submitted

**WELCOMING
COMMITTEE**

Chairman: Don Flick
No new homeowners in month of September; no report

DISCUSSION ITEMS:

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.

A motion was made, seconded and carried unanimously to table discussion until the November 13, 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 November 13, 2018 meeting.

**2019 ELECTION
SERVICES**

The Board reviewed proposals submitted by The Ballot Box (\$690 + fees), Majority Rules (\$526 + fees) and Accurate Voting (\$527.60 plus fees) to provide election services for the 2019 Annual Election, which is due to be held February 12, 2019 at 13 Ramada.

A motion was made, seconded and carried unanimously to approve the bid presented by Accurate Voting.

NEXT MEETING

The next scheduled Board of Directors Meeting will be held on Tuesday, November 13, 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 8:55 PM

ATTEST:

Board Member Signature

Date

11/13/18