

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 8, 2019**

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 35 Sonrisa, Irvine, CA on January 8, 2019.
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 6:52 PM
HOMEOWNER FORUM	There were no homeowners in attendance for regular session items.
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 from the December 11, 2018, regular session meeting as presented.</i>
TREASURER'S REPORT	The Board reviewed the financial statement for the period ending November 30, 2018. Management informed the Board of the most current financial status of the Associations banking accounts, which consisted of \$51,324.80 in the checking account and \$584,746.17 in the reserve investment account. <i>A motion was made, seconded and carried unanimously to accept the treasurer's report for November 30, 2018.</i>
INVESTMENTS	None this month
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.**
2. Artificial Turf – The Board reviewed an email submitted by Shelley Armstrong and the current standards for installation of artificial turf. Ann Marie Simmons shall obtain three different samples of artificial turf for Board review at the February meeting. **No motions were made.**

COMMUNITY FACILITIES COMMITTEE

Chairman: Ken Fairbanks

1. Telephone Entry System – Ken Fairbanks provided an update regarding the installation of the new system. The work should be completed by January 11, 2019.
 2. Puerto Wall Project – Ken Fairbanks announced that Cox Contracting has completed the work.
 3. 7 Puerto – The Board reviewed the request by the homeowner at this address to extend the height of the block wall at the side of the home. Ken Fairbanks stated he had a conversation the homeowner and discussed the process and costs involved in order to extend the wall, including submission of plans and drawings, obtaining city permits, obtaining approval from the neighboring community for access and the cost to actually extend the height of the wall. The Board shall issue a response letter to the homeowner.
 4. Perimeter Wrought Iron Fence - Bids have been submitted by Fence Menders (\$13,640) and PCW (\$30,075)
 5. Wall Caps (Rincon) – A Bid has been submitted by Cox Contracting to complete the work @ \$5,180.00
 6. Mailboxes – Repair Update
- No motions were made.**
7. Pathway Lighting – The Board discussed the possible purchase of new LED light bulbs at a cost of \$600.00.

*A motion was made, seconded and carried unanimously to approve the purchase and installation of the LED bulbs at a cost of \$600.00. The work is to be completed by Ken Fairbanks. **To be coded to the Lighting reserve fund.***

LANDSCAPE COMMITTEE

Acting Chairman: Don Flick

1. The Board reviewed the Punch List and weekly landscape reports submitted by Park West Landscape.
2. Turf Repair – The Board discussed the status of the turf repair along the pathway. Don Flick noted that the work has been completed.

No motions were made.

**LANDSCAPE
COMMITTEE
Continued...**

3. 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 pending review of an updated proposal from Tree Pros and additional proposals from Park West and WB Starr.

**LANDSCAPE
RENOVATION
COMMITTEE**

Chairman: Don Flick

1. Landscape Renovation Design – The Board reviewed the proposals submitted by Missy Ann Schweiger (\$8,400) and VDLA (\$10,510).

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

**SOCIAL
COMMITTEE**

Chairman: Geraldine Chinarian

1. No report submitted

**WELCOMING
COMMITTEE**

Chairman: Don Flick

No new homeowners in month of December; no report. **No motions were made.**

DISCUSSION ITEMS:

**FALL CLEANING -
2018**

The Board reviewed the unsolicited proposal submitted by Personal Touch Cleaning to complete deep cleaning of the:

- Pool Furniture @ \$996
- Shower Tile Cleaning and Sealing @ \$395
- Restroom concrete floor cleaning @ \$495
- Barbecues / Gas @ \$550
- Barbecue Tile Counters @ \$495
- Pool Deck @ \$695
- Tennis Court (2) @ \$790
- Wind Screens surrounding the courts @ \$790

Total cost for all services = \$5,206.00

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

**HOLIDAY
LIGHTING**

The Board reviewed an invoice submitted by Comet Lighting in the amount of \$705.00 for final payment for the holiday lights. It was noted that there were several issues with the installation and maintenance of the holiday lights, which were not addressed by the contractor after several requests from management.

A motion was made, seconded and carried unanimously to direct management not to release payment.

**2019 ANNUAL
ELECTION**

The Board discussed the upcoming Annual Election to due be held February 12, 2019 at 13 Ramada. The deadline for candidate application submittal was 5:00 PM on Thursday, January 5, 2019. Management received candidate application from the following homeowners (sorted by last name):

- Ralph Annunziata
- Ken Fairbanks
- Don Flick
- David Melvold
- Ann Marie Simmons

No motions were made.

NEXT MEETING

The next scheduled Board of Directors Meeting will be held on Tuesday, February 12, 2019 @ 13 Ramada Irvine, CA. The annual meeting will begin at 6:30 PM, following the Executive Session Meeting and prior to the General Session Meeting.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting adjourned at 7:58 PM

ATTEST:

APPROVED BY THE BOARD

Signature

2/12/2019

Date