

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 13, 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 37 Sonrisa, Irvine, CA on August 13, 2019.
ATTENDANCE	<p>Directors Present: Don Flick, President Ken Fairbanks, Vice President David Melvold, Treasurer Ann Marie Simmons, Member at Large</p> <p>Absent: <i>Ralph Annunziata, Secretary</i></p> <p>Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM</p>
GUESTS AND COMMITTEE CHAIRMAN PRESENT	<p>There were one (1) homeowner in attendance for regular session. The following items were brought before the Board:</p> <ul style="list-style-type: none">• Coyote sighting
CALL TO ORDER	A quorum was present, and President, Don Flick, called the meeting to order at 7:00 PM
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 July 9, 2019 regular session meeting, as revised.</i>
TREASURER'S REPORT	<p>The Board reviewed the financial statement for the period ending July 31, 2019. Management informed the Board of the most current financial status of the Associations banking accounts, which consisted of \$56,545.36 in the checking account and \$585,553.35 in the reserve investment account.</p> <p><i>A motion was made, seconded and carried unanimously to accept the treasurer's reports for July 31, 2019.</i></p>
INVESTMENT MATURITY DATES	None this period
FINANCIAL SERVICES	The Board discussed the status of the new account to be opened with Mutual of Omaha. <u>No motions were made.</u>
LIEN APPROVALS	None this month
FORECLOSURES	None this month

COMMITTEE REPORTS

ARCHITECTURAL COMMITTEE

Chairman: Shelley Armstrong was present to discuss the following items with the Board:

1. Reviewed the Architectural Progress Report. **No motions were made.**
2. Application rejection process – Discussed the current procedure for rejections and the makeup of the Architectural Committee

A motion was made, seconded and carried unanimously to appoint Gary Brenkman as an alternate to the Architectural Committee.

3. Hardscape and the Architectural procedures – Update from the Committee regarding those that may be in violation of the ground cover materials standards. **No motions were made.**

COMMUNITY FACILITIES COMMITTEE

Chairman: Ken Fairbanks

1. Facilities Update –Ken Fairbanks gave the report. Items of discussion included:
 - LED Light project – Ken noted that this project has been completed.
 - Monument Signs – Ken stated he found someone to clean the three monument signs. The cost is expected to cost approximately \$1,500.00 to complete the work. Ken is awaiting a formal written proposal.
 - Pool Gate – The city is still fighting ADA compliance and is asking the Association to install an address sign at the pool building. Ken is working with the city regarding these issues.
 - Bollard Lights – Ken noted that three of the bollard fixtures were filled with water. This may have been caused by the landscape irrigation.

No motions were made.

2. Wall Caps (Rincon) – Discussion of the bid from Cox Contracting to complete the work @ \$5,180.00

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

LANDSCAPE COMMITTEE

Acting Chairman: Don Flick

1. Park West punch list and weekly landscape reports. **No motions were made.**
2. The Board reviewed the Park West proposal to remove all the plants infested with asparagus in between the hedge and replace with Xylosma plants to match with the adjacent planters at a cost of \$767.50.

A motion was made, seconded and carried unanimously to deny the proposal and ask Park West Landscape to trim the asparagus fern more frequently and aggressively.

**LANDSCAPE
COMMITTEE**

3. Yale Pedestrian Gate – The Board discussed the Park West proposal to add new sprinklers, fill in bare areas with Honeysuckle ground cover and repair the turf area at a cost of \$758.00.

A motion was made, seconded and carried unanimously to approve the proposal excluding any unnecessary irrigation work.

4. Pine Trees on Hicks Canyon Dr. – The Board reviewed the Evaluation completed by Park West Tree Care. **No motions were made.**
5. 35 Sonrisa – The Board reviewed the homeowner’s pine tree removal request. **No motions were made.**
6. The Board reviewed the Landscape Maintenance Agreement signed with the City of Irvine in 1979. **No motions were made.**
7. Greenbelt Concrete Pathway Repair – The Board discussed the status of this work and the reimbursement request submitted to WB Starr for damage caused to the pathway during the recent tree removals. A demand letter shall be sent requesting the entire \$4,800.00 or the Association shall take appropriate legal action. **No motions were made.**
8. The Board reviewed the IRWD water bill prepared July 24, 2019 for meter # 14769861 and a response by Park West Landscape. **No motions were made.**

**LANDSCAPE
RENOVATION
COMMITTEE**

Chairman: Don Flick

1. The Board reviewed the proposal submitted by Park West Landscape to renovate the Triangle Park and common area between Vispera and Redonda.

A motion was made, seconded and carried unanimously to table discussion until the September 10, 2019 meeting.

**SOCIAL
COMMITTEE**

Chairman: Geraldine Chinarian

1. The Board reviewed the recap from the committee for the recent BBQ event and requests for reimbursement from the Committee, totaling \$784.81.

A motion was made, seconded and carried unanimously to approve the requests for reimbursement.

**WELCOMING
COMMITTEE**

Chairman: Don Flick

No new homeowners in month of July; no report

DISCUSSION ITEMS:

RESERVE STUDY

The Board reviewed the update to the reserve study (Revision 3) submitted by ARS. According to ARS, the Association shall be 71.02% funded as of January 1, 2020.

A motion was made, seconded and carried unanimously to accept revision 3 of the Reserve Study.

METER BOXES

The Board reviewed information submitted by Dave Melvold regarding the meter boxes and proposals submitted by Professional Craftsman to sand prime and paint 2 meter boxes at a cost of \$298.50 and a proposal submitted by Pro-Tek to replace the meter pedestal in the parkway adjacent the intersection of Vispera and Tamizar at a cost of \$3,071.41.

A motion was made, seconded and carried unanimously to approve the proposal submitted by Pro-Tek to replace the meter pedestal in the parkway adjacent the intersection of Vispera and Tamizar at a cost of \$3,071.41. To be coded to the Irrigation Reserve Fund.

A motion was made, seconded and carried unanimously to approve the proposal submitted by Professional Craftsman to prime and paint the meter box located at the side of 12 Redonda at a cost not to exceed \$298.00.

**SURVEILLANCE
CAMERA POLICY
AND PROPOSED
RULE CHANGE**

The Board reviewed the policy drafted by Robert DeNichilo of Nordberg | DeNichilo and a proposed Rules Change submitted by Dave Melvold and Shelley Armstrong.

A motion was made, seconded and carried unanimously to accept the modifications submitted by Dave Melvold and Shelley Armstrong and send it to Nordberg | DeNichilo for a final legal review.

**EMAIL FROM THE
IRVINE POLICE**

The Board reviewed an email submitted by Rafaelo Papale from the Irvine Police Department regarding townhall meeting originally set for Monday, August 12, 2019. Due to some communication issues on their end, a new meeting date needs to be set. Management will follow up with the city and ask if they can reschedule the meeting for Tuesday, August 27, 2019. A follow up email from Irvine Police advises that they are working on dates and locations for meetings but will not be able to be at Canyon Creek as requested on the 27th of August. **No motions were made.**

**VEHICLE
ACCIDENT
(YALE AVE)**

The Board reviewed information regarding the vehicle collision into the perimeter fence on Yale Avenue on January 24, 2019. Mercury Insurance has agreed to pay the 5% depreciation for the damaged fencing/gate, which equates to \$894.75.

A motion was made, seconded and carried unanimously to consider the matter closed and rescind the motion made at the July 9, 2019 meeting to send a demand letter to the driver/owner of the vehicle for the appreciation amount.

STREETS

The Board discussed the possibility of re-striping the streets.

A motion was made, seconded and carried unanimously to table discussion to the September 10, 2019 meeting.

NEW BUINSESS

**PROPOSED
HOMEOWNER /
CONTRACTOR
PAYMENT POLICY**

The Board reviewed the Proposed Homeowner/Contractor Payment Policy drafted by Dave Melvold.

A motion was made, seconded and carried unanimously to approve the policy as revised, to be added to the Policy and Procedure Index.

**JANITORIAL
SERVICE**

The Board reviewed a letter 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 7%. The total annual increase to 452.72 per month will be effective January 1, 2020.

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

NEXT MEETING

The next scheduled Board of Directors Meeting will be held on Tuesday, September 10, 2019 at 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 8:58 PM

ATTEST:

Board Member Signature

Date