

**Canyon Creek Homeowners Association  
Board of Directors Meeting Minutes  
February 10, 2003**

**CALL TO ORDER**

Upon due notice given and received President Shelley Armstrong announced that a quorum was present and called a meeting of the Board of Directors to order at 7:05 p.m. at 5 Vispera, Irvine, California.

**ATTENDANCE**

**Present:**

Shelley Armstrong, President  
Gary Plooster, Vice President  
Larry Kroll, Secretary  
Gary Brenkman, Treasurer  
Phil Lisle, Director

Loraine Grove, Total Property Management

**Absent:**

None

**GUEST SPEAKER**

Greg Axlen from American Geotechnical was present and discussed his recommendations for the streets within the community. He stated that the streets had performed very well over time, but did now need asphalt repairs in various locations and perhaps asphalt overlay.

A motion was made, seconded, and carried unanimously to approve an amount not to exceed \$2,000 for American Geotechnical to draft specifications for the necessary street repairs. Upon receipt of the specifications management was directed to obtain competitive bids for review by the Board at their April meeting.

**COMMITTEE REPORTS**

**Architectural:** No report

**Monument Signs:** Chairperson Shelley Armstrong reported that she had met with committee members Gary Brenkman and Keith Sanders. They are looking at different designs and pricing structures and will have a report for the Board at the April meeting

**Newsletter:** A newsletter is being prepared as an insert for the March billing statement. It was agreed that due to lack of interest from the community no additional information would be put into the newsletter regarding the possibility of an annual garage sale.

**Social:** Shelley Armstrong noted that she would be including a request in the newsletter for assistance with planning the Easter Egg Hunt, scheduled for April 19, 2003. Gary Brenkman will also email a request to those on the email list. Ms. Armstrong is still working on coordinating a date for a Home Tour. At this point it looks like some time in May would work for most parties.

### **TREASURER'S REPORT**

Treasurer Gary Brenkman reviewed the current financial status. A motion was made, seconded, and carried unanimously to accept the September 2002, December 2002 and January 2003 financial statements and associated outstanding aging reports subject to review by the CPA at fiscal year end.

### **CONSENT CALENDAR**

A motion was made, seconded, and carried unanimously carried to approve the Consent Calendar, which consisted of the following:

- October 14, 2002 Executive Session Meeting Minutes
- December 9, 2002 General Session Meeting Minutes
- December 9, 2002 Executive Session Meeting Minutes

### **DISCUSSION ITEMS**

#### **Insurance Renewal**

A motion was made, seconded, and carried unanimously to approve the coverage limits as recommended by the insurance agent in his letter dated January 9, 2003, including the addition of a worker's compensation policy at \$850 annually.

#### **Sonrisa West / 27 Sonrisa Tree**

Management was directed to obtain pricing for a replacement tree (24" box and 36" box) and to forward the information to the board on an "Action without Meeting – Unanimous Consent" form.

#### **Sonrisa Entrances - Landscaping**

It was agreed to do only minor work at this time due to the possibility of a monument sign being installed in the island at the Sonrisa entrances, which may damage landscape material. Shelley Armstrong will meet with management and the landscaper to determine what immediate action will be taken.

#### **Lifeguards / Pool Monitors**

Management informed the board that a mailing had been received from a new company offering lifeguard/pool monitor services. Based on the unreliability of firms in the past and the fact that the vendor was currently not returning phone calls the board agreed to not pursue this avenue.

#### **Front Doors**

It was noted that the current practice has been to allow owners to paint their front doors subject to architectural approval and that this practice would continue. Ms. Armstrong agreed to remind owners in the newsletter that the doors, both painted and stained, need regular maintenance.

**ADJOURNMENT**

There being no further business to come before the board a motion was made, seconded, and carried unanimously to adjourn the meeting at 8:35 p.m. to Executive Session to discuss personnel