

Canyon Creek Homeowners Association  
Board of Directors General Session Meeting Minutes  
September 13, 2004

**CALL TO ORDER**

Upon due notice given and received President Shelley Armstrong announced that a quorum was present and called the meeting to order at 7:00 pm 5 Vispera, Irvine, California.

**ATTENDANCE**

**Present:**

Shelley Armstrong, President  
Dianne O'Keefe, Vice President  
Gary Brenkman, Treasurer  
Phil Lisle, Director

Loraine Grove, CCAM      Total Property Management

**Absent:**

Larry Kroll

**HOMEOWNER OPEN FORUM**

No owners were present other than Board members.

**COMMITTEES**

**Architectural**

Chairperson Gerald Roche was not present. Management provided the Board with a list of applications addressed since the last meeting.

**Entrance Upgrade**

Management reported that the sign is scheduled for installation on 9-13-04 or 9-14-04, and work on the sign is scheduled to begin shortly thereafter.

**Social**

Co-Chair Dianne O'Keefe stated that the summer BBQ had been very successful. A motion was made, seconded, and carried unanimously directing management to forward \$20.00 to David Price for reimbursement for propane fuel used while cooking for the BBQ. It was noted that the next event would be for Halloween.

**TREASURER'S REPORT**

**August 31, 2004 Financial Statement & Outstanding Aging Report**

A motion was made, seconded and carried unanimously to accept the August financial statement and outstanding aging report subject to audit at the fiscal year end by the CPA.

**Reserve Study**

Treasurer Gary Brenkman reviewed some changes he had requested the reserve study analyst to make. The Board will review the revised study at the next meeting.

**CONSENT CALENDAR**

The following items were removed from the Consent Calendar:

- Proposal dated August 31, 2004 from Park West Landscape Maintenance, Inc. in the amount of \$130.00 for replacement of ivy geranium at front entrances
- Proposal dated August 31, 2004 from Park West Landscape Maintenance, Inc. in the amount of \$216.00 for replacement of color at front entrances

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

- August 9, 2004 General Session Meeting Minutes
- August 9, 2004 Executive Session Meeting Minutes
- August 31, 2004 proposal from Park West Landscape Maintenance, Inc. in the amount of \$1,600.00 for over seeding all turf areas with annual rye grass

#### **ITEMS REMOVED FROM CONSENT CALENDAR**

A motion was made, seconded, and carried unanimously to approve the proposal dated August 31, 2004 from Park West Landscape Maintenance, Inc. in the amount of \$130.00 for replacement of ivy geranium at the front entrances.

Management was directed to confer with Landscape Chair Keith Sanders on the proposal dated August 31, 2004 from Park West Landscape Maintenance, Inc. in the amount of \$216.00 for replacement of color at front entrances. It was noted that neither begonias or impatiens grow well in front of the gatehouse. Management is to get a recommendation from Mr. Sanders and forward to the Board.

#### **DISCUSSION ITEMS**

##### **Homeowner Appeal – Mary Kroll of 16 Vispera**

Mrs. Kroll was present. After review, a motion was made, seconded and carried unanimously to grant her appeal and approve the architectural application for replacement of a small toilet room window located towards the rear of the home.

##### **Architectural Guidelines and rules Handbook Revisions**

The Board agreed that the verbiage discussed at the last meeting still does not adequately convey their position regarding window replacement. Mr. Brenkman agreed to work on revised wording.

#### **ADJOURNMENT**

A motion was made, seconded, and carried unanimously to adjourn the meeting at 9:00 PM to Executive Session to discuss disciplinary issues, personnel and contracts.