

Canyon Creek Homeowners Association  
Board of Directors General Session Meeting Minutes  
January 17, 2005

**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 at 2 Rincon, Irvine, California.

**ATTENDANCE**

**Present:**

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

Loraine Grove, CCAM            Total Property Management

**Absent:**

None

**HOMEOWNER OPEN FORUM**

No owners were present other than Board members.

**COMMITTEES**

**Architectural**

Chairperson Michele Carr was present. Management provided the Board with a list of applications reviewed since the last meeting.

**Entrance Upgrade**

*Entrance Sign for Posting Notices – Shelley Armstrong*

Shelley Armstrong announced that the Committee had tired a sample sign, but that it wasn't watertight. She will work with the vendor on an alternative and Gary Brenkman will look at the original concept to see if any improvements can be made. A status report will be provided at the next Board meeting.

**Social**

It was noted that the next event will be an Easter Egg hunt.

**TREASURER'S REPORT**

**November and December 2004 Financial Statement & Outstanding Aging Report**

Treasurer Gary Brenkman briefly reviewed the statements. A motion was made, seconded and carried unanimously to accept the November and December financial statements and outstanding aging reports subject to audit at the fiscal year end by the CPA.

**CONSENT CALENDAR**

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

- December 6, 2004 General Session Meeting Minutes

(With a correction to show that Larry Kroll opposed the motion to purchase the open house signs rather than Phil Lisle and with a correction to show that Shelly Armstrong and Gary Brenkman agreed to work on the wording for the Mission Statement and Code of Ethics, not Shelley Armstrong and Dianne O'Keefe.)

- December 6, 2004 Executive Session Meeting Minutes
- Approval to change the welcome gift given to new owners from a floral arrangement to a pound of See's Chocolates
- Ratify December 6, 2004 Executive Session Discussions
  1. Approval to replace color at the entrances no more than 4 times a year at a cost not to exceed \$320.00 each time as authorized by the Chair of the Landscape Committee.
  2. Approval of proposal from Park West Landscape in the amount of \$408.00 for 24 five gallon Rhapsiolepis indica "pinkie" to fill in the area at the entrances where the flax was removed.

## **DISCUSSION ITEMS**

### **Mission Statement and Code of Ethics**

A motion was made, seconded and carried to approve the Mission Statement, Code of Conduct and Code of Ethics for the Board of Directors and the Architectural Review Committee. It was noted that they will be distributed each year at the annual election to the Board of Directors and Architectural Review Committee.

### **Canyon Creek Stationary**

A motion was made, seconded and carried unanimously authorizing management to order new stationery and envelopes with the new Canyon Creek letterhead.

### **New Meeting Date**

The annual meeting is scheduled for February 7, 2005 at 5 Vispera. The next Board meeting is scheduled for March 14, 2005 at 17 Sonrisa.

## **ADJOURNMENT**

A motion was made, seconded, and carried unanimously to adjourn the meeting at 8:35 PM to Executive Session to discuss legal and contract matters.