

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
JULY 14, 2015**

**NOTICE OF MEETING**

Upon notice duly given and received, the meeting of the Board of Directors of the Canyon Creek Homeowners Association was held on July 14, 2015 at 37 Sonrisa, Irvine, CA.

**ATTENDANCE**

**Members Present:**

Shelley Armstrong	President
Don Flick	Vice President
David Melvold	Secretary
Gary Brenkman	Treasurer
Richard Lombardi	Member at Large

**Committee Members:**

None

**Also Present:**

Josh Scott	Senior Managing Agent, Total Property Management, Inc.
Homeowners (1)	

**CALL TO ORDER**

A quorum was present, and Board President, Shelley Armstrong called the meeting to order at 7:02 p.m.

**EXECUTIVE SESSION DISCLOSURE**

- An announcement was made indicating that the Board will meet in Executive Session following this meeting to hold hearings for non-compliance issues, and to discuss contractual, delinquencies, legal, and personnel issues as permitted by California Civil Code.
- **Collection Matters**  
The Board reviewed and discussed collection matters in executive session.
- **Trash Bin Reflector Recommendation**  
The Board discussed in an executive session meeting the recommendation to have reflectors on large trash bins when in the street. It was determined that an e-blast would be sent to the Membership regarding this recommendation.

**HOMEOWNER FORUM**

Homeowners in attendance were provided the opportunity to voice concerns to the Board of Directors. One Homeowner spoke about the architectural process and the difficulties he is experiencing in contacting his neighbors.

## **CONSENT CALENDAR**

*A motion was duly made by Gary Brenkmen, seconded by Don Flick and carried with Richard Lombardi abstaining to approve the following consent calendar items:*

- A. June 9, 2015 General Session Meeting Minutes with revisions**
- B. June 17, 2015 Special Executive Session Meeting Minutes**

## **TREASURER'S REPORT**

### **Financial Status of the Association**

The operating account balance as of June 30, 2015 is \$83,688.68.

The reserve account balance as of May 31, 2015 is \$483,838.82.

Brenkman reported on the financial statements provided by Total Property Management.

*A motion was duly made by Gary Brenkman, seconded by Richard Lombardi, and carried unanimously.*

## **LIEN APPROVAL**

A motion was made by Gary Brenkman, seconded by Dave Melvold and passed with Richard Lombardi abstaining to approve placing a lien on account# T116-00043-01.

## **COMMITTEE REPORTS**

### **A. Social Committee**

Gary Brenkman reported that he received the Motion Picture License.

### **B. Traffic Safety Committee**

The Traffic Safety Committee provided a brief overview of the traffic study. A motion was made, by Don Flick, seconded, by Gary Brenkman, and passed with Richard Lombardi voting against to approve sending out a survey to the Homeowners between the entrance gates asking to provide their opinion regarding reinstalling the speedbump that was removed from Sonrisa in 2014. Gary Benkman will utilize the online tool Survey Monkey, and the Traffic Safety Committee will formulate the questions. Don Flick volunteered to hand deliver the survey to the Homeowners who may decide if they would like to return the form to him or provide it anonymously online. Results of this survey will be placed on the August meeting agenda.

### **C. Architectural Committee**

The Board reviewed the architectural applications that were approved, denied, or pending approval.

### **D. Landscape Committee**

Park West Weekly Landscape Reports

The Board reviewed the weekly landscape reports provided by Park West.

The Board discussed proposals for the installation of drought tolerant plant material. The Board asked management to investigate the type of water utilized to irrigate the landscape, and to provide a proposal for drought tolerant plant material per meter which should include potential rebate credits if funds become available again to the water districts.

### **E. Project 5B Committee**

There was a brief discussion held regarding Project 5B.

## **BOARD DISCUSSION/MANAGEMENT REPORT**

### **A. Turf Removal/Water Savings Options Discussion**

The Board discussed proposals for the installation of drought tolerant plant material. The Board asked management to investigate the type of water utilized to irrigate the landscape, and to provide a proposal for drought tolerant plant material per meter which should include potential rebate credits if funds become available again to the water districts.

### **B. Perimeter Fencing Repairs Scope**

The Board did not approve of a scope of work for the perimeter fencing repairs. No motions were made.

### **C. Pool Fencing Repairs Scope**

The Board did not approve of a scope of work for the pool fencing repairs. No motions were made.

### **D. Puerto Fencing Repairs Scope**

The Board did not approve of a scope of work for the fence at the end of Puerto. No motions were made.

### **E. Pool Rules Sign**

The Board reviewed the proposal submitted by Focal Point Signs & Imaging in the amount of \$562.90 and it was tabled pending the release of the Association's revised Rules and Regulations.

### **F. 8-in-1 Signs For Pool Area**

Management was directed to determine if the 8-in-1- signs had to be in red, white, and blue, or if they could be ordered to match the colors utilized at the Canyon Creek pool area and still be in compliance with all applicable codes.

### **G. Patrol Service**

Management was directed to request that Master Protection Security update their contract as follows: The effective date must be changed, the post orders should be included with the contract, and the contract should clarify that the start and stop date for the additional hours will be determined by the Board of Directors.

### **H. Access Control Boards for Key Fob System**

The Board did not approve of the proposal as submitted by ASCI to replace the system's control board. Management was directed to obtain a proposal for the replacement of the entire system and provide this to the Board of Directors.

### **I. Broken Window At Guard Shack**

A motion was made, by Gary Brenkman, seconded, by Don Flick, and unanimously passed to approve of the proposal as submitted by Cunningham Windows in the amount of \$714.00. This approval is contingent on Management requesting clarification that this window is not one that will open as this is not necessary, and to determine if a lower costs can be obtained for utilizing a single pane window that will match aesthetically.



**J. Rules & Regulations Update**

The Board tabled the processing of the artificial turf guidelines.

**K. Landscape Vendor Mowing issue**

Management was directed to contact Parkwest Landscape and ask what compensation will be provided to the Association for the grass that was cut too low by a mower that required maintenance.

**L. Entrance/Exit Gate Concerns**

The Board briefly discussed possible methods to deter vehicles from entering the community through the exit gate. No motions were made.

**M. Concerns Regarding Tennis Court Cleaning**

The Board briefly discussed Personal Touch Cleaning's use of water at the tennis court during the regular maintenance. Management was directed to contact Personal Touch Cleaning and request if there was another way to clean the tennis court without the need to use potable water.

**N. Building and Grounds Committee**

A motion was made by Gary Brenkman, Seconded by Don Flick, and passed with one abstention to form a Building and Grounds Committee which will consist of two Homeowners, Monica Younger and Maria Hensley. The committee will update the Board of Items that could improve, and update the community.

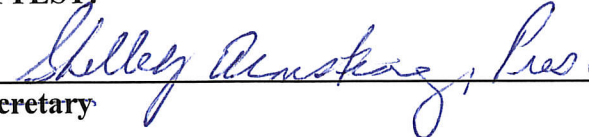
**NEXT MEETING ANNOUNCEMENT**

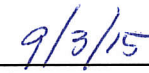
The next Board meeting will be held on August 11, 2015 at 7:00 p.m. at the pool area.

**ADJOURNMENT**

There being no further business to come before the Board of Directors at this time, a motion was duly made, seconded and carried unanimously to adjourn the General Session Meeting at 9:17 p.m.

**ATTEST:**

  
Secretary

  
Date