

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES**

**December 12, 2017**

**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 December 12, 2017 at 37 Sonrisa, Irvine, CA.

**ATTENDANCE**

**Members Present:**

David Melvold	President
Don Flick	Vice President
Gary Brenkman	Treasurer
Richard Lombardi	Secretary
Ken Fairbanks	Member at Large (arriving at 6:58PM)

**Members Absent:** none

**Also Present:**

Laurie Coffman, CMCA®      Managing Agent, Total Property Management, Inc.

**I. CALL TO ORDER**

A quorum was present, and Board President, Dave Melvold, called the meeting to order at 6:45 PM.

**II. HOMEOWNER FORUM**

There were no homeowners present.

**EXECUTIVE SESSION DISCLOSURE**

- An announcement was made that the Board met in Executive Session prior to this meeting to hold any scheduled hearings for non-compliance issues, and to discuss contractual, delinquencies, legal, and personnel issues as permitted by California Civil Code.

**III. MINUTES**

- A.** A MOTION WAS DULY MADE, SECONDED, AND CARRIED BY THE BOARD, to approve the November 14, 2017 General Session Meeting Minutes. Board member, Dave Melvold abstained.

**IV. TREASURER'S REPORT**

- A.** A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED TO TABLE REVIEW AND APPROVAL BY THE BOARD of the November 30, 2017 Financial Statements. To be moved to the January 9, 2018 meeting agenda. Management advised to confirm with accounting that beginning with the January financial reports, that Reserves match that of the most current and approved Reserve Study and Budget.

**B. LIEN APPROVAL(S) – None for review.**

**V. COMMITTEE REPORTS**

**A. Architectural Committee – Current Activity.**

*1) Submitted; 2) Approved; 3) Project Started – Shelley will advise; 4) Project Completed 5) NOC Received*

Address:	Name:	Project:	1 Date Submitted	2 Date Approved	3	4 Expected Date of Completion and Notes	5 NOC
5 Puerto	Dunn-Rankin	Install Solar panels	9/5/17	10/3/17		11-5-17 per Shelley solar panels are on	NOC received 12/13/17
7 Puerto	Silver	Only adding an office	9/2/16	10/3/16	x	Per Shelley – framing up – in process	
7 Puerto	Silver	Replace 2 Sliding Doors in Back of Home	10/26/17	11/6/17		1-6-2018	
7 Puerto	Silver	Replace Windows	10/24/17				
16 Redonda	Withers	Front, side, Backyard landscape	11-/13/17	11/30/17		1-30-2018- per Shelley in process	
9 Sonrisa	Noh	Remodel/Skylight	3/31/17	4/11/17	x	9-27-17- Extension granted until end of January, 2018	
9 Sonrisa	Noh	Front Door/French Doors	3/31/17	4/11/17		Same	
9 Sonrisa	Noh	Windows- Added to Remodel	3/31/17	4/11/17		same	

**B. Social Committee –** Geraldine Chinarian. No reports received. Board member, Gary Brenkman to review upcoming 2018 Budget with committee.

**C. Community Facilities Committee –** Chairman, Ken Fairbanks. No report at this time.

**D. Landscape Committee –** Committee Member, Janet Mull.

1. Park West weekly updates were reviewed and discussed by the Board of Directors.
2. Board of Directors discussed and put into place a Landscape Renovation Committee with Board member, Don Flick heading it. The first order of business for the Committee or the Board is to draft a clear Scope. Management stated they would speak to Landscape Committee member, Janet Mull about joining this Committee as well.

**E. Welcoming Committee –** Chairman, Don Flick. Email confirmation by Management of new owners at 9 Vispera. Don Flick to try to welcome them before Christmas.

## **VI. STATUS REPORT ON APPROVED/ACTIVE PROJECTS**

1. Dethatching – Scheduled for March 2018. Firm date to follow once scheduled.
2. Recolor product for Mailboxes/posts and Tot Lot was received and project completed.
3. Removal of Eucalyptus Trees #2 and #6 by Tree Pros original scheduled for December 13, 2017 has been moved to December 19, 2017, weather permitting.

## **VII. PROPOSALS**

### **A. Pool House and Guard Shack Repairs – Report and Proposal – TABLED to JANUARY 9, 2018 MEETING**

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to TABLE Proposal Document #201709-7444 in the amount of \$3,395.00 for repairs to the guard shack, pool house, men's bathroom door, bathroom closet and pool equipment doors. Board Member Ken Fairbanks will do an inspection and advise the Board at the January 9, 2018 meeting as to his findings and recommendation. Management to obtain individual proposals with pricing broken down to be added to the January meeting agenda.

### **B. Park West 2018 Increase Notification and Renewal Contract**

1. 2018 monthly increase in the amount \$120.00 for a total monthly contract amount of \$2,520.00 for one year, beginning January 1, 2018.

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY CARRIED BY THE BOARD to approve.

### **C. Greenbelt Landscaping**

1. Pending additional information and further discussion on remaining Eucalyptus trees and replacement possibilities.

Management submitted to the Board of Directors, three (3) Landscape Architect company referrals for review. New Landscape Renovation Committee head, Board member, Don Flick to reach out to each vendor regarding upcoming needs of the association to help determine how to move forward with design and renovation process.

### **D. Puerto Wall Replacement Project**

Changes were made to the draft agreement as requested by the Board at the November 2017 meeting. Board member, Ken Fairbanks to obtain a firm date from Matt Silver, owner of 7 Puerto for the signing and notarizing of signature of the Agreement prepared by legal counsel, and will update the Board and Management upon doing so. Executed, notarized agreement to be sent to the Board of Directors and Management for association records.

Management advised to reach out to the 7 Puerto Wall replacement bidders to obtain an updated bid, and place on the January 9, 2018 meeting agenda.

### **E. Adoption of Proposed Revised Rules & Regulations**

Additional revisions to the Rules & Regulations were discussed and Board member, Gary Brenkman will make changes. Those proposed changes will then be given to Management for mailing to the membership. Adoption of the Revised Rules and Regulations will be added to the February 13, 2018 meeting agenda, upon confirmation of the 30-day notice of mailing to the membership.

**F. Holiday Lighting**

Holiday lighting and décor were completed by Board member, Ken Fairbanks and help given by homeowner, Colin Baden. Total amount submitted for reimbursement was in the amount of \$342.68 (\$255.68 Ken Faibanks/\$87.00 Colin Baden).

**G. Replacement/Repair Items**

1. Mission wall caps – Pending future discussion and proposals.
2. Perimeter wall separations. Need identification and review of individual locations in the community. Board will advise Management when ready to obtain proposal(s) for repairs needed.
3. Greenbelt sidewalk replacement/repairs. In review and discussion with Facilities Committee and the Board of Directors.

**H. Status on current and/or upcoming projects, inspections, events and correspondence**

1. Review/discussion of vines on community perimeter wall along the Paseo. Follow up action has been TABLED until further notice from the Board.

**I. Association Gate Communications System – Replacement vs. Retention - TABLED**

Current system will continue to be overseen short-term by Board Member Fairbanks. Specs will be created by Board Member Brenkman, in order to obtain bids for a new system. Bids and review thereof has now been TABLED until February 2018.

**J. Deckside Pool Service 2018 Letter of Increase and Renewal Contract and Recommendation for Installation of a Title 22 Compliant Chemical Controller.**

1. All proposals submitted have been TABLED until the January 9, 2018 meeting. Management requested to obtain additional proposal from other vendor for same equipment and installation for comparison.
2. 2018 Increase will be for Option One – NO CHANGES, until otherwise notified, so that the Board of Directors has additional time to review Title 22 options and costs.

**K. Hicks Canyon Wash – Plans for Landscape Improvements**

Update submitted by Board Member Melvold. Second meeting with the City of Irvine is scheduled for Spring 2018. No action taken.

**L. AT&T Business Service Contract Renewal for December 2017 to December 2018**

Renewal service contract reviewed, and confirmation #1000287893 for coverage to December 2018.

**M. 2018 Association Board Vacancies**

Discussion was held by the current Board of Directors regarding filling upcoming vacancies and how to encourage homeowners to become involved. Email blast will be sent out by Board member, Gary Brenkman. Board members also to speak with homeowners direct, in the hopes of obtaining additional Board Candidate Applications for the 2018 Annual Election Ballot.

**VIII. CORRESPONDENCE** – None received for review.

**IX. SUMMARY OF ACTION TAKEN LIST** – Reviewed, no action needed.

**X. NEXT MEETING ANNOUNCEMENT**

The next Board meeting is scheduled for Tuesday, January 9, 2018 at 15 Sonrisa at 6:30 p.m., beginning with the Executive Session and General Session meeting immediately following, or at 7:00p.m.

**XI. ADJOURNMENT**

There being no further business to come before the Board of Directors, a motion was duly made, seconded and carried unanimously to adjourn the General Session Meeting at 7:48 PM.

**ATTEST**



**Board Member Signature**

*1-9-18*

**Date**