

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 13, 2018**

**REGULAR SESSION MINUTES**

**NOTICE OF MEETING**

Upon notice duly given and received, a general session meeting of the Board of Directors of the Canyon Creek Homeowners Association was held at 35 Sonrisa, Irvine, CA on March 13, 2018.

**ATTENDANCE**

**Directors Present:**

Don Flick	President
Ken Fairbanks	Vice President
David Melvold	Treasurer
Ralph Annunziata	Secretary
Ann Marie Simmons	Member at Large

**Directors Absent:**

None

**Representing Management:** Laurie Coffman, CMCA<sup>®</sup>  
Jamie Hackwith, CMCA<sup>®</sup>, AMS<sup>®</sup>, PCAM<sup>®</sup>

**GUESTS PRESENT**

There were no other guests present

**CALL TO ORDER**

A quorum was present, and Board President, Don Flick, called the meeting to order at 7:55 PM

**HOMEOWNER FORUM**

There were no Homeowners present during the General Session Meeting, and no discussion held.

**EXECUTIVE SESSION DISCLOSURE**

An announcement was made indicating that the Board met in Executive Session prior to the Regular Session portion of the meeting to discuss delinquencies, hold hearings for non-compliance matters, contractual, personnel and legal issues as permitted by California law.

**MINUTES**

*A motion was made, seconded and carried unanimously to approve the minutes of the February 13, 2018 general session meetings, as presented.*

**TREASURER'S REPORT**

The Board reviewed the financial statement for the period ending February 28, 2018. Management informed the Board of the financial status of the Associations banking accounts, which consisted of \$54,844.02 in the checking account and \$591,831.73 in the reserve investment account.

*A motion was made, seconded and carried unanimously to approve the February 28, 2018 Financial Statements, subject to audit at fiscal year-end.*

**MATURING CD'S**

The Board discussed the CD, which matured February 23, 2018 with Bank of Baroda @ .90%. UBS Financial Services transaction has given confirmation showing the CD was redeemed, resulting from a corporate action handled by Board Member Melvold.

The Board discussed the new CD purchased in the amount of \$125,000.00 maturing May 29, 2018 at a rate of 01.7000%.

**LIEN APPROVALS** The Board reviewed the account balance for APN #530-084-17, Account Number T116-00049-02.

*A motion was made, seconded and carried unanimously to approve a lien against APN #530-084-17, Account Number T116-00049-02.*

**FORECLOSURES** None this month

### **COMMITTEE REPORTS**

**ARCHITECTURAL** **Chairman: Shelley Armstrong**  
Architectural Review Committee Mission Statement Code of Conduct and Ethics: Pending signed form from Committee Member Sunny Noh.

**SOCIAL** **Chairman: Geraldine Chinarian**  
1. Social Committee 2018 scheduled events for review.  
2. Board requests a Committee Representative to attend the April Board Meeting and provide a cost for each even that collectively will fall within the annual Committee's budget.

**COMMUNITY FACILITIES** **Chairman: Ken Fairbanks**  
No report submitted

**LANDSCAPE** **Chairman: Janet Mull**  
1. Reviewed Park West Weekly Landscape Reports  
2. Discussed and reviewed recommendations for what should be installed along the block wall separating the LaDera green area and the home of 21 Trovita. Management noted that currently, there is a 2-foot wide strip of dirt about 15 feet in length which calls for either the extension of the adjacent lawn or planting some type of bushes or hedge. Management to discuss with Park West on the next Association walk, obtaining their recommendation and submitting a cost to the Board for the April meeting.

**WELCOMING** **Chairman: Don Flick**  
1. Don Flick advised that all new homeowners, who are in residence, have had a personal visit, new Homeowner's packet, and a floral gift. Their emails Have been added to the Association eblast listing.

**LANDSCAPE RENOVATION** **Chairman: Don Flick**  
1. Greenbelt sidewalk replacement/repairs.  
2. Discussed the proposal pending from the Landscape Architect

### **STATUS REPORT ON APPROVED CONTRACTS**

**DETHATCHING** Management noted that dethatching was scheduled for early March, but is pushed back a week or two due to rain. **No action was required of the Board.**

**DISCUSSION ITEMS:**

**POOL HOUSE AND  
GUARD SHACK**

The Board reviewed proposals submitted by Professional Craftsmen to complete repairs to the Pool House and Guard Shack (as noted per inspection with Facilities Committee Chairman Ken Fairbanks):

- Pool – Women’s Restroom – Document #201801-7622 in the amount of \$1,955.00
- Pool – Men’s Restroom - Document #201709-7444 in the amount of \$1,995.00
- Pool Equipment Doors – Document #201801-7624 in the amount of \$2,395.00

*A motion was made, seconded and carried unanimously to table discussion pending review of additional proposals.*

**PUERTO WALL  
REPLACEMENT  
PROJECT**

The board discussed the Puerto wall replacement project.

- a. Access agreement with Eastgate Master Association prepared and completed by Legal Counsel. Vendor awarded contract will be required to sign.
  - Diagram and email submitted by Ken Fairbanks for review and discussion
- b. Legal review of CCHA insurance coverage - Completed
- c. Decision on responsibility on sycamore trees, landscape lighting and sprinkler system, etc.
- d. Draft of legal agreement – Completed.
  - Execution of Owner/Association Agreement
- e. Development of CCHA Wall Replacement Specifications – To be revised.
- f. Development of construction schedule
- g. Wall Replacement Proposals – Award Contract
  1. Cox Contracting Updated Proposal dated January 18, 2018: Demo in the amount of \$4,350.00  
Block retaining wall with Garden wall top (per city renderings) in the amount of \$25,580.00 - TOTAL COST \$29,930.00.  
**Note:** wall will require city permits and engineered drawings which will be invoiced separately.
  2. Orange County Block Wall Updated Proposal dated December 21, 2017 in the amount of \$45,850.00 for Block wall with Garden wall top. BOARD TO ADVISE IF MANAGEMENT IS TO OBTAIN A NEW, REVISED PROPOSAL.
  3. CPR Construction – Will not be submitting an updated proposal.
- h. Communication to homeowners on work and schedule, and potential but limited impacts.
- i. Board member volunteer responsible for project managing between contractor, adjacent homeowners, Eastwood Master Association, City, etc.

**PUERTO WALL  
REPLACEMENT  
PROJECT  
continued...**

j. Board member volunteer for day-to-day-oversight

*A motion was made, seconded and carried to table discussion until the April 10, 2018 meeting pending a review of a response from Eastgate Master Association.*

**REPLACEMENT /  
REPAIR ITEMS**

The Board discussed the following:

1. Actions concerning status on remaining eucalyptus trees and replacement possibilities.
2. Replacement of missing wall caps
3. Perimeter wall separations.

**ASSOCIATION GATE  
COMMUNICATIONS  
SYSTEM**

The Board reviewed the specification for procurement update by Ken Fairbanks.

**TREE REMOVALS**

The Board reviewed the Arborist Reports submitted by Park West Tree Care and TreePros and a proposal submitted by Park West Tree Care Tree to remove and stump grind various diseased trees:

- Tree #1: \$1,500.00
- Tree #4: \$2,850.00
- Tree #5: \$2,850.00

*A motion was made, seconded and carried unanimously to approve removal of tree #1 at a cost of \$1,500.00.*

**REMOVAL OF  
GRINDING DEBRIS**

The Board reviewed a proposal submitted by Park West Landscape to remove grinding debris, backfill with clean soil and add sod for Trees #1, #4 & #5 at a cost of \$612.00.

*A motion was made, seconded and carried unanimously to approve for tree #1 only. Management to obtain revised cost reflecting this.*

**PERIMETER  
WROUGHT IRON  
FENCE**

The Board reviewed a proposal submitted by Cox Contracting to repair, sand, prime and paint the perimeter wrought iron fence. The following options were presented:

- Option 1 in the amount of \$2,100.00
- Option 2 in the amount of \$3,800.00

Ken Fairbanks will meet with Cox to discuss the above options prior to the April Board Meeting.

*A motion was made, seconded and carried unanimously to table discussion until the April 10, 2018 meeting.*

**ASSOCIATION  
ASPHALT CRACKS**

The Board reviewed a proposal submitted by Quickel Paving to pressure clean, crack fill and seal coat approximately 8,000 lineal feet of asphalt at a cost of \$18,755.00.

*A motion was made, seconded and carried unanimously to table discussion until the April 10, 2018 meeting so that David Melvold can discuss filling the cracks only with Quickel Paving.*

**PEDESTRIAN GATE  
LOCKS**

The Board reviewed a proposal submitted by Accent Automated Gates to replace the pedestrian gate locks with Alarmlock DL2700WP weatherproof electronic digital lock at a cost of \$1,012.54 each. Ken Fairbanks purchased and replaced the Yale Pedestrian Gate lock at a significantly lower cost.

*A motion was made, seconded and carried unanimously to deny the proposal*

**DRAFT AUDIT FOR  
FYE 12/31/2017**

The Board reviewed the draft audit for Fiscal year ending December 31, 2017 completed by VanDerPol & Company.

*A motion was made, seconded and carried unanimously to approve the draft audit report.*

**NEXT MEETING**

The next Board meeting is scheduled for Tuesday, April 10, 2018 at 13 Ramada, Irvine, CA at 6:30 PM., beginning with the Executive Session, immediately following, or by 7:00 PM, the General Session meeting.

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 9:28 PM

**ATTEST:**

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Board Member Signature

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Date