

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 12, 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 37 Sonrisa, Irvine, CA on June 12, 2018.

**ATTENDANCE**

**Directors Present:**

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

**Representing Management:** Jamie Hackwith, CMCA®, AMS®, PCAM®

**GUESTS PRESENT** There were no other guests' in attendance for regular session.

**CALL TO ORDER** A quorum was present, and President, Don Flick, called the meeting to order at 7:07 PM

**HOMEOWNER FORUM** There were no homeowners in attendance for regular session.

**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 May 8, 2018 general session meetings, as corrected.*

**TREASURER'S REPORT** The Board reviewed the financial statement for the period ending May 31, 2018. Management informed the Board of the financial status of the Associations banking accounts, which consisted of \$50,346.96 in the checking account and \$595,979.92 in the reserve investment account.

*A motion was made, seconded and carried unanimously to approve the Treasurer's Report for the month of April.*

*A motion was made, seconded and carried unanimously to approve the Treasurer's Report for the month of May.*

**INVESTMENT MATURITY DATES** None this month

**LIEN APPROVALS** The Board discussed the possibility of proceeding with a lien against the below-noted delinquent account:

- APN #530-082-44 - Account No: TI16-00118-03

Management noted that the payment has been received in full. **No motions were made.**

**FORECLOSURES** None this month

## **COMMITTEE REPORTS**

### **ARCHITECTURAL**

**Chairman: Shelley Armstrong**

1. The Board reviewed the Architectural Progress Report

### **COMMUNITY FACILITIES**

**Chairman: Ken Fairbanks**

The Board reviewed the June 2018 written report (attached to these minutes). The following topics were discussed:

1. Puerto Wall - Discussed the Puerto wall replacement project. Cox Contracting Service has submitted a revised proposal at a cost of \$34,250.00.

*A motion was made, seconded and carried unanimously to table discussion to the July meeting.*

2. Wrought Iron Fence Paint - Ken Fairbanks stated he was currently working with Rust-Oleum Paint and Cox Contracting regarding the correct paint to use.

*A motion was made, seconded and carried unanimously to table discussion to the July meeting.*

3. Pool Furniture – Discussed the sale of the old furniture and what to do with the rest of it. Ralph Annunziata noted that the Association collected \$220 for the used furniture. An envelope with \$220 in cash was given to management.

*A motion was made, seconded and carried unanimously to give Park West Landscape the authority to remove the remaining old furniture at no cost to the Association.*

4. Cameras - Discussed the possible purchase and installation of cameras at the pool and tennis court areas.

*A motion was made, seconded and carried to provide authorization to Robert DeNichilo's office to draft a surveillance camera policy at a cost not to exceed \$250.00 (Nay, David Melvold).*

5. Guard House - Reviewed the proposal from Professional Craftsman to complete stucco and wood trim repairs at the Guard House @ \$965.00.

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

6. Pool House – Refer to the report for details
7. Pool landscaping - Refer to the report for details
8. Pool BBQ cleaning - Refer to the report for details
9. Gates - Refer to the report for details
10. Pathway Lighting – Ken Fairbanks submitted a map showing the locations of three different light bulbs and asked the Board to review them to determine the ideal for color and luminance.

**LANDSCAPE**

**Acting Chairman: Don Flick**

1. Reviewed the weekly landscape reports submitted by Park West Landscape.
2. Discussed the squirrel abatement service provided by Accurate Pest Control.

*A motion was made, seconded and carried unanimously to discontinue the squirrel abatement program*

**LANDSCAPE  
RENOVATION**

**Chairman Don Flick**

1. A verbal report was provided. Don Flick and David Melvold met with representatives from Park West to discuss landscape, in general. A proposal was submitted to complete various landscape renovation at the pool area and shall be reviewed at the July meeting.

**SOCIAL**

**Chairman: Geraldine Chinarian**

1. The Board discussed planned events, the 2018 budget and the Committees request for an increase in the budget. The Committee was tasked with submitting a digital copy of their revised budget. Management noted that this was not received. Don Flick will reach out to the committee to discuss.

**WELCOMING  
COMMITTEE**

**Chairman: Don Flick**

1. No report submitted for this month

**DISCUSSION ITEMS:**

**LANDSCAPE**

The Board reviewed the following proposals submitted by Park West Landscape Management:

- Add new Vine Plats along the wall at 1 Puerto @ \$74.00
- Add new Vine Plats along the wall at 21 Trovita @ \$55.50
- Add new Vine Plats along the wall at 13 Redonda @ \$64.75
- Replace aged and failed plants in the planters at both sides of East Sonrisa entrance @ \$189.00

*A motion was made, seconded and carried unanimously to approve the above-noted proposals at a cost of \$383.25.*

**ASSOCIATION  
ASPHALT CRACKS**

The Board reviewed a revised proposal submitted by Quickel Paving to High pressure clean and fill approximately 8,000 lineal feet of cracks 1/4" up to 3/4" wide with hot rubberized crack sealant @ \$5,200.00 (excludes hairline cracking and routing out cracks.)

*A motion was made, seconded and carried unanimously to approve the proposal on the condition Quickel Paving works directly with David Melvold regarding the logistics of the project. To be coded to the paving reserve fund.*

**POOL / TENNIS  
COURT / TOT LOT  
ENTRY CONCRETE**

The Board reviewed proposals submitted by A-Z Property Service (\$4,719.34), Quickel Paving (\$6,990), Spectrum Property Service (\$7,629.70) and Concrete Hazard Solutions (\$8,255) to replace three (3) large sections of concrete pathway located near the pool, tot lot and tennis court areas.

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

**ANNUAL  
CALENDAR ITEMS**

The Board discussed upcoming items listed on the annual calendar:

- Summer Break Patrol – Set Dates (7 days/wk 9pm–1am)

*A motion was made, seconded and carried unanimously to start the summer break patrol hours immediately, effective through Labor Day.*

- Renew Legal Retainer Contract 6/1/18-5/31/19
- Tree Trimming Bids for all other trees (schedule trim date for Sept/Oct)
- Change Gate Codes
- Set Summer BBQ Date

**NEXT MEETING**

The next scheduled Board of Directors Meeting will be held on Tuesday, July 10, 2018 @ 24 Sonrisa Irvine, CA. Executive Session Meeting to begin at 6:30 PM, with the General Session Meeting immediately following or by 7:00 PM.

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 9:29 PM

**ATTEST:**

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Board Member Signature

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Date