

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 11, 2018**

**REGULAR SESSION MINUTES**

<b>NOTICE OF MEETING</b>	Upon notice duly given and received, a general session meeting of the Board of Directors of the Canyon Creek Homeowners Association was held at 24 Sonrisa, Irvine, CA on December 11, 2018.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Don Flick, President Ken Fairbanks, Vice President David Melvold, Treasurer Ann Marie Simmons, Member at Large  <b>Absent:</b> <i>Ralph Annunziata, Secretary</i>  <b>Representing Mgmt:</b> Jamie Hackwith, CMCA®, AMS®, PCAM®
<b>GUESTS PRESENT</b>	There were two (2) guests in attendance for regular session.
<b>CALL TO ORDER</b>	A quorum was present, and President, Don Flick, called the meeting to order at 7:21 PM
<b>HOMEOWNER FORUM</b>	There were two (2) homeowners in attendance for regular session items. The following items brought before the Board: <ul style="list-style-type: none"><li>• Puerto wall</li></ul>
<b>EXECUTIVE SESSION DISCLOSURE</b>	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.
<b>MINUTES</b>	<i>A motion was made, seconded and carried unanimously to approve the Minutes from the November 13, 2018, regular session meeting as revised.</i> <i>A motion was made, seconded and carried unanimously to approve the Minutes from the November 14, 2018, regular session meeting as submitted.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the financial statement for the period ending November 30, 2018. Management informed the Board of the most current financial status of the Associations banking accounts, which consisted of \$51,324.80 in the checking account and \$584,746.17 in the reserve investment account.  <i>A motion was made, seconded and carried unanimously to accept the treasurer's report for November 30, 2018.</i>
<b>INVESTMENTS</b>	None this month
<b>LIEN APPROVALS</b>	None this month
<b>FORECLOSURES</b>	None this month

## **COMMITTEE REPORTS**

### **ARCHITECTURAL COMMITTEE**

**Chairman: Shelley Armstrong**

1. The Board reviewed the Architectural Progress Report. **No motions were made.**

### **COMMUNITY FACILITIES COMMITTEE**

**Chairman: Ken Fairbanks**

1. Telephone entry system (FOBs) – The Board discussed the project and the cost for homeowners to purchase a replacement fob or an additional fob.

*A motion was made, seconded and carried unanimously to set a charge of \$15.00 for the purchase of a replacement fob.*

*A motion was made, seconded and carried unanimously to set a charge of \$100.00 for the purchase of an additional fob after Board approval.*

2. Telephone entry system (Notification Letter) – The Board reviewed the letter drafted by Ken Fairbanks regarding the upcoming gate access system replacement project.

*A motion was made, seconded and carried unanimously to approve the letter as revised to be mailed with the January 2019 billing statement.*

3. Pool Access System – The Board discussed the failed pool and tennis access system motherboard. Management gave Ken Fairbanks several keys to see if they work for the pool gate. If the keys work, residents may borrow a key until the new access system is installed. **No motions were made.**

4. Puerto wall project update – Ken Fairbanks noted that Cox Contracting is set to begin work. There is additional work to be completed. A change Order has been submitted by Cox Contracting to complete the additional work at a cost of \$1,9800.00.

*A motion was made, seconded and carried unanimously to approve the Change Order at a cost not to exceed \$1,980.00 contingent on Ken Fairbanks discussing the Change Order with Cox Contracting. **To be coded to the Block Walls Reserve Fund.***

5. Wall height extension request – The Board reviewed a letter submitted by the homeowner at 7 Puerto requesting the wall at the back of the property be extended in height to provide additional privacy.

*A motion was made, seconded and carried unanimously to table discussion pending additional investigation. **To be placed on the January 2019 meeting agenda.***

6. Wall caps (Rincon) – A bid was submitted by Cox Contracting to complete the work @ \$5,180.00. **No motions were made.**
7. Perimeter wrought iron fence - Bids were submitted by Fence Menders (\$13,640) and PCW (\$30,075) to complete the work. **No motions were made.**

**COMMUNITY  
FACILITIES  
COMMITTEE**

8. Mailbox repair update. **No motions were made.**
9. Pathway lighting update - Discussion regarding the possible purchase of new light bulbs at a cost of \$600. **No motions were made.**
10. Pool house (No Update). **No motions were made.**
11. Community camera update. **No motions were made.**

**LANDSCAPE  
COMMITTEE**

**Acting Chairman: Don Flick**

1. The Punch List and weekly landscape reports were submitted by Park West Landscape. **No motions were made.**
2. Turf Repair – The Board reviewed a proposal submitted by Park West Landscape to fill in areas along newly installed sidewalk (new fill soil and sod) along the sidewalk edge @ \$3,110.00.

*A motion was made, seconded and carried unanimously to approve the proposal at a cost not to exceed \$2,800.00. **To be coded to the Landscape Reserve fund.***

3. Annual Color - The Board reviewed a proposal submitted by Park West Landscape to replace the annual color on both entrances @ \$594.00

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

**LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairman: Don Flick**

1. Landscape Renovation Design – Proposals were submitted by Missy Ann Schweiger (\$8,400) and VDLA (\$10,510).

*A motion was made, seconded and carried unanimously to table discussion until the January 8, 2019 meeting.*

**SOCIAL  
COMMITTEE**

**Chairman: Geraldine Chinarian**

1. The Board reviewed the planned events for 2019 as submitted by the committee. **No motions were made.**

**WELCOMING  
COMMITTEE**

**Chairman: Don Flick**

No new homeowners in month of November; no report. **No motions were made.**

**DISCUSSION ITEMS:**

**FALL CLEANING -  
2018**

The Board reviewed the proposal submitted by Personal Touch Cleaning to complete deep cleaning of the:

- Pool Furniture @ \$996
- Shower Tile Cleaning and Sealing @ \$395
- Restroom concrete floor cleaning @ \$495
- Barbecues / Gas @ \$550
- Barbecue Tile Counters @ \$495
- Pool Deck @ \$695
- Tennis Court (2) @ \$790
- Wind Screens surrounding the courts @ \$790

**Total cost for all services = \$5,206.00**

*A motion was made, seconded and carried unanimously to table discussion until the January 8, 2019 meeting.*

**NEXT MEETING**

The next scheduled Board of Directors Meeting will be held on Tuesday, January 8, 2019 @ 35 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 9:06 PM

**ATTEST:**

**APPROVED BY THE BOARD**

Signature

**1/8/2019**

Date