### CANYON CREEK HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING May 14, 2019

#### 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 May 14, 2019.

ATTENDANCE

**Directors Present:** Don Flick, President

Ken Fairbanks, Vice President David Melvold, Treasurer Ralph Annunziata, Secretary

Ann Marie Simmons, Member at Large

**Representing Mgmt:** 

Jamie Hackwith, CMCA, AMS, PCAM

**GUESTS PRESENT** 

There were no guests in attendance for regular session.

CALL TO ORDER

A quorum was present, and President, Don Flick, called the meeting to

order at 6:58 PM

HOMEOWNER FORUM There were no homeowner present at the meeting.

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 from the April 9, 2019 regular session meeting as revised.

TREASURER'S REPORT

The Board reviewed the financial statement for the period ending April 30, 2019. Management informed the Board of the most current financial status of the Associations banking accounts, which consisted of \$60,052.53 in the checking account and \$565,280.53 in the reserve investment account.

A motion was made, seconded and carried unanimously to table the treasurer's reports for April 30, 2019 until the June meeting.

INVESTMENT MATURITY DATES None this period

FINANCIAL SERVICES

The Board discussed the financial services currently provided by UBS Financial and the possibility of switching to either Mutual of Omaha or Morgan Stanley Smith-Barney.

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

LIEN APPROVALS

None this month

Canyon Creek Homeowners Association Regular Session Meeting Minutes May 14, 2019 Page 2 of 5

**FORECLOSURES** 

None this month

#### **COMMITTEE REPORTS**

# ARCHITECTURAL COMMITTEE

Chairman: Shelley Armstrong

- 1. The Board reviewed the Architectural Progress Report. **No motions** were made.
- 2. Draft Guidelines for synthetic lawn The Board reviewed the revised Guidelines for synthetic lawn as prepared by Ann Marie Simmons.

A motion was made, seconded and carried unanimously to approve the Guidelines for Synthetic Lawn (as revised) to be sent to homeowners for a 28-day comment period.

### COMMUNITY FACILITIES COMMITTEE

### Chairman: Ken Fairbanks

- 1. Facilities Report
  - a) Front entry gate panel Ken noted he was working with the installer to address the malfunctioning panel
  - b) Wrought Iron repair after the car accident It was noted that powder-coating shall be completed by next week
- 2. Perimeter Wrought Iron Fence Discussion of the bids submitted by Cox Contracting (\$2,100-\$3,800), Fence Menders (Various prices) and PCW (\$30,075) to complete the work.

A motion was made, seconded and carried unanimously to table discussion pending review of a revised proposal from Fence Menders to include the pool gate and tennis court fence repairs.

3. Wall Caps (Rincon) – Discussion of the bid from Cox Contracting to complete the work @ \$5,180.00

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

# LANDSCAPE COMMITTEE

### **Acting Chairman: Don Flick**

- 1. Review of the Park West weekly landscape reports
- 2. Park West Landscape Bids:
  - a. Dethatch all turf areas throughout @ \$2,725.00

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

b. Add new plants material in the planter adjacent the playground area @ \$912.00

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

c. Install tall Fescue Seed and Topper Soil to turf areas where the Eucalyptus trees were removed @ \$413.50

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

Canyon Creek Homeowners Association Regular Session Meeting Minutes May 14, 2019 Page 3 of 5

## LANDSCAPE COMMITTEE

d. Rototill the playground sand @ \$475.00

A motion was made, seconded and carried unanimously to approve the above-noted proposal.

e. Fill in, grade level and install planter mix soil in the holes turf areas throughout the greenbelt @ \$785.00.

A motion was made, seconded and carried unanimously to approve the above-noted proposal on the condition that Park West includes seeding and mulching at a cost not to exceed \$900.00.

f. Install new sod on the three bare areas where the Eucalyptus trees were recently removed @ \$1,094.00.

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

3. Concrete – Discussion of the bid submitted by Concrete Hazard Solution to complete concrete removal and replacement between Vispera and Redonda @ \$10480.00.

A motion was made, seconded and carried unanimously to approve the proposal contingent upon sending a demand letter to WB Starr for reimbursement to the Association in the amount of \$4,800.00 for damage they caused to the sidewalk during the tree removal work and a upon a written response from WB Starr.

LANDSCAPE RENOVATION COMMITTEE Chairman: Don Flick

 Green Belt Renovation – The Board reviewed the Overview (Scope of Work) provided by Don Flick. <u>No motions were made.</u>

SOCIAL COMMITTEE

Chairman: Geraldine Chinarian

1. No report submitted

WELCOMING COMMITTEE

Chairman: Don Flick

No new homeowners in month of April; no report

#### **DISCUSSION ITEMS:**

35 SONRISA – PINE TREE REMOVAL REQUEST

The Board discussed the request from the Homeowner to removal of the pine trees located behind the home.

A motion was made, seconded and carried unanimously to table discussion pending a review of a proposal to access the health of the fourteen (14) pine trees located on Hicks Canyon between the main gate and Yale. Cory Gallagher, Park West, will be asked to submit a proposal to evaluate the health of the trees.

Canyon Creek Homeowners Association Regular Session Meeting Minutes May 14, 2019 Page 4 of 5

### POOL HEATER REPAIR

The Board discussed the proposal submitted by Best Pool Service to repair the pool heater at a cost of \$1,437.22.

A motion was made, seconded and carried unanimously to approve the proposal to include repair of the spa heater at a total cost not to exceed \$3,000.00.

Note: The Board moved to amend the agenda in order to discuss this item as an emergency.

# TENNIS COURT FENCE

The Board reviewed a proposal submitted by Fence Menders to repair the tennis court fence at a cost of \$1,344.00.

A motion was made, seconded and carried unanimously table discussion pending review of a revised proposal from Fence Menders to include the pool gate and the perimeter wrought iron fence.

#### PATROL SERVICE

The Board reviewed proposals submitted by Courtesy Patrol (\$11.50 p/visit), Nordic Security Services (\$12.30-\$12.45 p/visit) and Patrol Masters (\$12.50-\$13.00 p/visit) to provide patrol services to the community.

A motion was made, seconded and carried unanimously deny the proposals.

# ANNUAL RETAINER - NORDBERG / DENICHILO

The Board reviewed the Annual Retainer invoice submitted by Nordberg DeNichilo for the period 06/01/2019 - 05/31/2020 @ \$800.00.

A motion was made, seconded and carried unanimously to approve the Annual Retainer with Nordberg DeNichilo.

### SURVEILLANCE CAMERA POLICY

The Board reviewed the draft Surveillance Camera Policy prepared by Robert DeNichilo (Attorney).

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

#### **MONUMENT SIGN**

The Board reviewed an email submitted regarding the monument sign at the Sonrisa West (main) gate. Ken Fairbanks will evaluate the condition of the sign and make a recommendation at the June meeting.

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

HICKS WASH IMPROVEMENTS / NORTHWOOD VILLAGE MONUMENT SIGN The Board reviewed a document submitted by David Melvold regarding the Hicks Wash improvements and the Northwood Village monument sign. **No motions were made.** 

Canyon Creek Homeowners Association Regular Session Meeting Minutes May 14, 2019 Page 5 of 5

VEHICLE ACCIDENT (YALE AVE) The Board reviewed various information regarding the vehicle collision into the perimeter fence on Yale Avenue on January 24, 2019. Don Flick shall call Robert DeNichilo to discuss possible options.

A motion was made, seconded and carried unanimously to table discussion until the June meeting.

**NEXT MEETING** 

The next scheduled Board of Directors Meeting will be held on Tuesday, June 11, 2019 at 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 8:51 PM

ATTEST:

Board Member Signature