

**CANYON CREEK HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**September 10, 2019**  
**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 35 Sonrisa, Irvine, CA on September 10, 2019.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary Ann Marie Simmons, Member at Large  <b>Absent:</b> <i>David Melvold, Treasurer</i>  <b>Representing Mgmt:</b> Jamie Hackwith, CMCA, AMS, PCAM
<b>GUESTS PRESENT</b>	There were no 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 7:00 PM
<b>HOMEOWNER FORUM</b>	There were no homeowner present at the meeting.
<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 August 13, 2019 regular session meeting, as presented.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the financial statement for the period ending August 31, 2019. Management informed the Board of the most current financial status of the Associations banking accounts, which consisted of \$59,534.42 in the checking account and \$581,297.79 in the reserve investment account. <i>A motion was made, seconded and carried unanimously to table the treasurer's reports for August 31, 2019.</i>
<b>INVESTMENT MATURITY DATES</b>	None this period
<b>FINANCIAL SERVICES</b>	The Board discussed the status of the new account to be opened with Mutual of Omaha. <u>No motions were made.</u>
<b>LIEN APPROVALS</b>	None this month
<b>FORECLOSURES</b>	None this month

### **COMMITTEE REPORTS**

#### **ARCHITECTURAL COMMITTEE**

**Chairman: Shelley Armstrong**

1. Reviewed the Architectural Progress Report. **No motions were made.**

#### **COMMUNITY FACILITIES COMMITTEE**

**Chairman: Ken Fairbanks**

1. Facilities Update –Ken Fairbanks gave the report. Items of discussion included:
  - Pool Gate – The city finally approved the permit for the gate. Ken is working with Fence Menders to schedule the work. We might run over on the budget for this work due to previously unknown expenses. **No motions were made.**

2. 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 October 8, 2019 meeting.*

3. Bollard Fixture Cleaning – The Board reviewed the response from Personal Touch Cleaning. **No motions were made.**
4. Reimbursement Request – The Board reviewed the request from Ken Fairbanks for reimbursement in the amount of \$731.85 for various common area supplies and repairs.

*A motion was made, seconded and carried to ratify the decision to approve reimbursement (Abstained, K. Fairbanks).*

#### **LANDSCAPE COMMITTEE**

**Acting Chairman: Don Flick**

1. The Board discussed the Landscape Committee. Ginny Davenport has stated a willingness to serve on the committee.

*A motion was made, seconded and carried unanimously to appoint Ginny Davenport as the chair of the Landscape Committee. Ralph Annunziata shall serve as the Board Liaison to the committee.*

2. Park West punch list and weekly landscape reports. **No motions were made.**
3. Park West Proposal to add new plants material and mulch in the planter adjacent the playground area at a cost of \$791.00.

*A motion was made, seconded and carried unanimously to table discussion until the October 8, 2019 meeting, pending review of a revised proposal.*

4. 2020 Fee Increase Request – Review of the letter submitted by Park West Landscape. Price effective 1/1/20: \$2,831.00 (6% increase).

*A motion was made, seconded and carried unanimously to approve the 6% increase request, effective January 1, 2020.*

**LANDSCAPE  
COMMITTEE  
Continued...**

5. Pine Trees on Hicks Canyon Dr. – Review of the Evaluation completed by Park West Tree Care. **No motions were made.**
6. 35 Sonrisa (Pine tree removal request) - Ann Marie Simmons noted that she contacted Casey Gnad (Landscape Supervisor) at the city to see if it would be within the signed agreement to have one or more Canary Pine trees removed.

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

7. Greenbelt Concrete Pathway Repair – The Board discussed the status of the demand for reimbursement submitted to WB Starr for damage caused to the pathway during the recent tree removals. Management is still awaiting a written response from WB Starr.

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

**LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairman: Don Flick**

1. The Board considered the formation of two sub-committees; Finance and Common Area Renovation.
  - Finance - Made up of three to four homeowners (non-Board members), which will consider both the financial impact and plan for funding proposals of the Common Areas Renovation sub-committee.
  - Common Area Renovation - This Committee, consisting of 3-5 homeowners (non-Board members) will review plans already submitted to the Association and recommend how the Association should move forward with (1) The greenbelt renovation); and (2) Upgrading all areas of the Association common area.

*A motion was made, seconded and carried unanimously to create a Strategic Planning Committee to look at long-term reserves and funding of our 40-year renovation projects.*

*A motion was made, seconded and carried unanimously to appoint Gary Brenkman as the chair of the Strategic Planning Committee. Don Flick shall serve as the board liaison to the committee.*

2. The Board reviewed the email from Board Member Dave Melvold in relation to the above considerations. **No motions were made.**

**SOCIAL  
COMMITTEE**

**Chairman: Geraldine Chinarian**

There was no report submitted for this period.

**WELCOMING  
COMMITTEE**

**Chairman: Don Flick**

No new homeowners in month of August; no report

**DISCUSSION ITEMS:**

**AUDIT AND TAXES  
FOR FYE 12/31/19**

The Board reviewed proposals submitted by Inouye, Shively & Klatt (\$900.00), VanDerPol & Company (\$1,000.00) and Owens, Moskowitz & Associates (\$1,200.00) to complete the audit and taxes for fiscal year ending December 31, 2019.

*A motion was made, seconded and carried unanimously to approve the proposal submitted by VanDerPol & Company.*

**HOLIDAY LIGHTS  
AND DECORATIONS**

The Board reviewed proposals submitted by California Christmas (\$1,760.00) and Light Up My Holiday (\$4,837.00) to provide various holiday lighting and decorations. Several pricing options are provided.

*A motion was made, seconded and carried unanimously to approve the proposal submitted by California Christmas contingent on Ken Fairbank obtaining a holdback of up to a 25% from the contractor.*

**CAMERA POLICY**

The Board reviewed the legal opinion submitted by the Association's attorney, Robert DeNichilo regarding the revised Camera Policy submitted by Dave Melvold and Shelley Armstrong. Mr. DeNichilo recommends adding the following verbiage to the policy:

- Owner Surveillance Cameras must be screened from view as much as possible.
- Owner must ensure that Owner Surveillance Cameras are not directed or set to view or record any part of another's Owner's Lot that is not visible from the street or other common areas.

*A motion was made, seconded and carried unanimously to accept the recommended changes from Robert DeNichilo and mail the draft Camera Policy out to all homeowners for a 28-day comment period.*

**STREETS**

The Board discussed the possibility of re-stripping the streets.

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

**CITY TOWN HALL  
MEETINGS**

The Board reviewed information submitted by the City of Irvine regarding five community meetings scheduled in September and October. **No motions were made.**

**NEW BUINSESS**

**BUDGET FOR FYE  
12/31/2020**

The Board discussed the draft budget pending from management for fiscal year ending December 31, 2020. The budget was not ready for review at the meeting. **No motions were made.**

**REQUEST TO SPEAK  
TO THE BOARD -  
MICHAEL  
CARROLL**

The Board reviewed a letter sent by the office of Irvine city councilmember Michael Carroll. Mr. Carroll is requesting 10-15 minutes at a Board meeting, or at one of the Association community events to allow him the opportunity to speak.

*A motion was made, seconded and carried unanimously to ask the Social Committee to work with Councilmember Carroll to attend an upcoming community event.*

**MAILBOX THEFT**

The Board reviewed the email submitted by a homeowner regarding recent mailbox theft and the possibility of installing camera at both gates to catch vehicle license plates. No motions were made.

**NEXT MEETING**

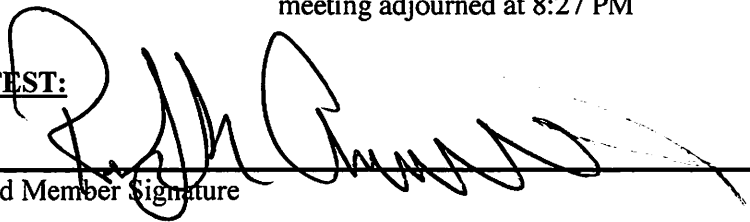
The next scheduled Board of Directors Meeting will be held on Tuesday, October 8, 2019 at 24 Sonrisa, Irvine, CA. Executive Session Meeting to begin at 6:30 PM, with the General Session Meeting immediately following or by 7:00 PM.

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 8:27 PM

**ATTEST:**

\_\_\_\_\_  
Board Member Signature



\_\_\_\_\_  
Date

10/12/19