

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 8, 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 October 8, 2019.

ATTENDANCE

Directors Present: Don Flick, President
Ken Fairbanks, Vice President
David Melvold, Treasurer
Ann Marie Simmons, Member at Large

Absent: *Ralph Annunziata, Secretary*

Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM

CALL TO ORDER

A quorum was present, and President, Don Flick, called the meeting to order at 7:38 PM

GUESTS AND COMMITTEE CHAIRMAN PRESENT

Ginny Davenport (Landscape Chair) was present. There were no other 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 from the September 10, 2019 regular session meeting, as revised.

TREASURER'S REPORT

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.

A motion was made, seconded and carried unanimously to accept the treasurer's reports for August 31, 2019.

The Board reviewed the financial statement for the period ending September 30, 2019. Management informed the Board of the most current financial status of the Associations banking accounts, which consisted of \$70,888.51 in the checking account and \$589,168.15 in the reserve investment account.

A motion was made, seconded and carried unanimously to accept the treasurer's reports for September 30, 2019.

INVESTMENT MATURITY DATES

None this period

FINANCIAL SERVICES

The Board discussed the status of the new account to be opened with Mutual of Omaha. Per Tony De Leon, Accounting Manager, the Board should approve a motion to close the UBS Account and transfer the funds to Mutual of Omaha Bank. Ken Fairbanks shall discuss the matter with Tony De Leon. No motions were made.

LIEN APPROVALS

None this month

FORECLOSURES

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:
 - Perimeter Fences – The Board discussed the recent Change Order submitted by Fence Menders to complete additional repairs at a cost of \$2,145.00.

A motion was made, seconded and carried unanimously to approve Change Order dated October 7, 2019 submitted by Fence Menders to complete additional repairs at a cost of \$2,145.00

2. Light Fixtures – Ken discussed the issue with irrigation water hitting the common area light fixtures. No motions were made.
3. Pool Gate – Review of the email from Ken Fairbanks regarding installation of the new pool gate. No motions were made.
4. 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 November 12, 2019 meeting pending review of a letter to be sent to the homeowners regarding the wall caps.

LANDSCAPE COMMITTEE

Chairman: Ginny Davenport was present to speak to the Board.

1. Review of the weekly landscape reports submitted by Park West Landscape. No motions were made.
2. Revised Park West Proposal to add new plants material and mulch in the planter adjacent the playground area at a cost of \$563.00.

A motion was made, seconded and carried unanimously to table discussion and ask Ginny Davenport to work with Park West on a revised proposal.

**LANDSCAPE
COMMITTEE**
Continued...

3. Pine Trees on Hicks Canyon Dr. – Status Update. Management has sent a letter to the city asking for approval to remove the leaning tree identified in the most recent evaluation report from Park West Tree Service. **No motions were made.**
4. 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. WB Starr has submitted a response to the demand letter and has offered payment in the amount of \$2,688.00. Management has not banked the check.

A motion was made, seconded and carried unanimously to reject the partial payment and give a deadline of October 31, 2019 for WB Starr to submit full reimbursement or the Association shall file a small claims action.

**LANDSCAPE
RENOVATION
COMMITTEE**

Chairman: Don Flick

1. The Board reviewed the revised proposal submitted by Park West Landscape for renovation of the Triangle Park and common area between Vispera and Redonda at a cost of \$72,570.97.

A motion was made, seconded and carried unanimously to table discussion until the November 12, 2019 meeting.

**SOCIAL
COMMITTEE**

Chairman: Geraldine Chinarian

There was no report submitted for this period.

**WELCOMING
COMMITTEE**

Chairman: Don Flick

No new homeowners in month of September; no report

DISCUSSION ITEMS:
**BUDGET FOR FYE
12/31/2020**

The Board reviewed the draft budget submitted from management for fiscal year ending December 31, 2020. This proposed budget is based on a review of actual and anticipated operating expenses. Reserve funding recommendations are based on the approved 2019 Reserve Study. For 2020, management is not recommending an increase in the monthly assessments.

A motion was made, seconded and carried to approve the draft budget for fiscal year ending December 31, 2020, as presented (Nay, Ken Fairbanks).

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

The Board reviewed emails submitted by the Social Committee and Councilmember Michael Carroll's office regarding a visit by Mr. Carroll at a future community event. Mr. Carroll has requested 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 respectfully decline Councilmember Michael Carroll's offer.

MAILBOX THEFT

The Board reviewed the email submitted by the homeowner at 7 Puerto regarding mailbox theft, which occurred in August and various measures he would like the Board to consider. Don Flick shall respond to the homeowner. **No motions were made.**

STREETS

The Board discussed the possibility of re-stripping the streets. **No motions were made.**

NEW BUINSESS

**FALL CLEANING -
2018**

The Board reviewed the unsolicited proposal submitted by Personal Touch Cleaning to complete various deep cleaning at the pool and tennis court areas at a total cost of \$5,206.00.

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

**CANYON CREEK
40-YEAR
CELEBRATION
LOOKING
FORWARD**

The Board discussed the 40th year anniversary of the Canyon Creek Homeowners Association and the possibility of holding a community event to celebrate. **No Motions were made.**

NEXT MEETING

The next scheduled Board of Directors Meeting will be held on Tuesday, November 12, 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

Date

11 / 12 / 19