



CANYON CREEK HOMEOWNERS ASSOCIATION

NOTICE & AGENDA BOARD OF DIRECTORS MEETING

DATE: Tuesday, April 9th, 2024

TIME: 6:30 P.M. Executive | 7:00 P.M. General

LOCATION: Optimum Professional Property Management –
230 Commerce, Suite 250, Irvine, CA 92602

Civil Code §4930: The Board may not discuss or act on any item at a non-emergency meeting unless the item was placed on the agenda included in the notice that was posted and distributed pursuant to subdivision (a) of Section 4920.

EXECUTIVE SESSION

Pursuant to Civil Code §4935(a) an Executive Session will be held prior to the General Session to consider any of the following: litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon member's request, regarding the member's payment of assessments, as specified in Section 5665. This is a closed meeting and is not open to owners unless specifically agreed to by the Board per Civil Code §4925(a).

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| I. | DECLARATION OF QUORUM / CALL TO ORDER | 6:30 P.M. |
| II. | CONTRACTS | 6:30 P.M. |
| III. | DELINQUENCIES | 6:45 P.M. |
| IV. | HEARINGS / NON-COMPLIANCE | 6:50 P.M. |
| V. | LEGAL | 6:50 P.M. |
| VI. | MINUTES | 6:55 P.M. |
| VII. | ADJOURN EXECUTIVE SESSION | 7:00 P.M. |

GENERAL SESSION

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| I. | DECLARATION OF QUORUM / CALL TO ORDER | 7:00 P.M. |
| II. | EXECUTIVE SESSION DISCLOSURE | |

Civil Code §4935(e): Any matter discussed in executive session shall be generally noted in the minutes of the immediately following meeting that is open to the entire membership.

- III. HOMEOWNER FORUM (15 Minutes) 7:00 P.M.**
(3 minutes per member / 15 minutes maximum)
Civil Code §4925(b), 5000(b): The board shall permit any member to speak at any meeting of the association or the board, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board or before a meeting of the association shall be established by the board.
- IV. COMMITTEE REPORTS 7:15 P.M.**
A. ARC Reports (Review Only) (Prior Mgmt.) (Not Received) Discussion
B. Committee Reports (Prior Mgmt.) (Not Received) Discussion
- V. SECRETARY'S REPORT / MINUTES 7:30 P.M.**
A. January General Session Discussion
B. March General Session Discussion
C. Annual Membership Meeting & Election-*Review Only* (Prior Mgmt.)(Not Received) Discussion
D. Organizational Meeting (Prior Mgmt.) (Not Received) Discussion
- VI. TREASURER'S REPORT / FINANCIALS 7:45 P.M.**
A. Financial Statement (Prior Mgmt.) (Not Received) Discussion
B. Financial Statement Status Discussion
C. CD's Maturity Discussion
D. Reserve Study Proposals FY 01/01/24 to 12/31/24 Discussion
E. Tax & Audit Proposals FY 01/01/23 to 12/31/23 Discussion
F. Tax & Audit Proposals FY 01/01/24 to 12/31/24 Discussion
G. Board Resolution – Monetary Transfers Civil Code Sections 5380(b)(6) and 5502 Pg. 21
H. Ratification of Executive Finance Committee Approved Items Discussion
- VII. LIEN RESOLUTIONS 8:00 P.M.**
A. APN Discussion
- VIII. GENERAL BUSINESS 8:15 P.M.**
A. Adopt Financial Transfers Resolution (Civil Code 5380(b), 5500, 5501 & 5502) *(Initial Meeting ONLY)*
B. Adopt Executive Finance Committee Charters / Affirmation & Appointments *(Initial Meeting ONLY)*
C. **2024 (February)** Annual Election Discussion
D. Tot Lot Audit and Annual Safety Inspection Proposals Pg. 25
E. Hydro-Jetting Needed Annually for Slopes, V-Ditches, Common Area Drains that flow out
F. Management Transition Status from Total Property Management
 - Minutes
 - Items Not Received
 - Items Needing Immediate Action – (IE; Audit, Budget, and or Election Processes)
G. Special Projects – Board confirmation / discussion of “In Process” items Optimum should be aware of
H. Profile / Annual Calendar Review Discussion
 - Architectural
 - Architectural Committee Members & Governing Document Requirements
 - Architectural Committee Submission Review Procedures
 - Architectural Review – Confirm ARC Guidelines Reasonable Review Time Frame
 - Board Meetings
 - Dates, Time & Location (Executive Before General)
 - Location & Procedure to Post Notice of Board Meeting & Agenda
 - Community Entry & Access
 - Gate Entry Programming
 - Guardhouse Procedures
 - Key / Fob / Remote Distribution Procedures & Fees
 - Newsletter (Frequency/Prepared By/Due by 5th/Deadline/Per Contract)
 - On-Site Info / Systems / Credentials
 - Parking Permit & Safelist Procedures
 - Pool Heating Schedule - ON and OFF
 - Tennis Courts – Reservation Procedures
 - Property Inspection Dates, Time & Starting Location

- Service Providers & Operating Instructions
 - New Law: Virtual Meetings (AB 648)
- I. Committee Confirmation / Member & Terms / Purpose & Charters Pg. 27/28
- Community Facilities
 - Governance & Guidelines Committee
 - Landscape Committee
 - Landscape Renovation Committee (N/A – Board via Board Meetings)
 - Social Committee
 - Welcoming Committee
- J. Safety Plan & Committee Formation Discussion
- K. Vantaca – Digital Invoice Approvers Discussion
- There will need to be two (2) primary and one (1) alternate, for a total of three (3), as outlined in the chart below.

BOARD MEMBER NAME:	BOARD MEMBER NAME:	ALTERNATE / BOARD MEMBER NAME:

- L. Unlicensed and Uninsured Vendors Article Pg. 32
- M. Maintenance Proposals Pending Approval Discussion
- Gate
 - Asphalt
 - Janitorial
 - Landscape
 - Lighting / Electrical
- N. Gate Code Update/Timing (Requested Item) Pg. 40/43 Discussion
- O. HOA Website vs Portal (Request Confirmation from Board – Portal ONLY) Discussion
- P. Schedule Board Orientation Discussion

IX. ITEMS NEEDING IMMEDIATE ACTION

Before discussing any item not on the posted Agenda pursuant to Civil Code §4930(d), the Board shall openly identify the item to the members in attendance at the meeting.

X. NEXT MEETING

The next meeting of the Board of Directors will be held on **Thursday, May 14, 2024, at 6:30 pm Executive Session and 7:00 pm General Session** at the Optimum Professional Property Management, 230 Commerce, Suite 250, Irvine, CA 92602

XI. ADJOURN GENERAL SESSION

8:30 P.M.

MAKING A DIFFERENCE TOGETHER



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