CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 14, 2020  

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 via Zoom teleconference on July 14, 2020.

ATTENDANCE  
Directors Present:  
Don Flick, President  
Ken Fairbanks, Vice President  
Ralph Annunziata, Secretary  
Carlos Martinez, Treasurer  
Ann Marie Simmons, Member at Large

Representing Mgmt:  
Jamie Hackwith, CMCA, AMS, PCAM

CALL TO ORDER  
A quorum was present, and President, Don Flick, called the meeting to order at 7:02 PM

GUESTS AND COMMITTEE CHAIRPERSON PRESENT  
There were no guests, committee members or 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.

HOMEOWNER FORUM  
There were no homeowners present at the meeting and no items brought before the Board.

MINUTES  
A motion was made, seconded and carried to approve the Minutes from the June 9 and June 18, 2020 regular session meetings, as presented.

TREASURER’S REPORT  
The Board reviewed the un-audited financial statement prepared by Management:

**June 30, 2020 – Bank Balances:**
- Operating Account .................. $116,372.39
- Reserve Account .................... $626,358.79
- Outstanding aging .................. $4,548.00

A motion was made, seconded and carried unanimously to table the treasurer’s reports for June 30, 2020 to the August 11, 2020 meeting.

INVESTMENT MATURITY DATES  
None this period.

LIEN APPROVALS  
None this month

FORECLOSURES  
None this month
COMMITTEE REPORTS

40TH YEAR ANNIVERSARY

Chairperson: Ann Marie Simmons

1. August 2020 celebration event – The Board reviewed the design (i.e. proof) of a 40 Year Anniversary sign. **No motions were made.**

ARCHITECTURAL COMMITTEE

Chairperson: Shelley Armstrong

1. The Board reviewed the Architectural Progress Report.
2. Don Flick spoke to Shelley Armstrong. Members of the Architectural Committee will review all recent applications and make a determination as to whether or not the work was completed in accordance with the approval and conditions given by the committee. If it is, the committee will close out the application, if not, a letter will be sent giving the homeowner 30-days to complete the work and submit a Notice of Completion form.

**No motions were made.**

COMMUNITY FACILITIES COMMITTEE

Chairperson: Ken Fairbanks

1. Toilet Replacement – The Board discussed the replacement of the three (3) toilets at the pool area bathrooms. **A motion was made, seconded and carried unanimously to approve up to $1,200.00 for the replacement of the three (3) toilets. To be coded to the Bathroom Reserve Fund.**

2. Cameras – The Board discussed the possibility of installing two (2) cameras in pool area and one (1) camera in the tennis court area. Ken Fairbanks estimates the cost will be approximately $600.00 to complete the work. **No motions were made.**

LANDSCAPE COMMITTEE

Chairperson: Ginny Davenport

1. Park West – Punch list and weekly landscape reports. **No motions were made.**
2. Park West Proposal – The Board reviewed the proposal submitted by Park West Landscape to remove three (3) eucalyptus trees near the pool area @ $3,900.00 **A motion was made, seconded and carried unanimously to approve the proposal.**
**LANDSCAPE RENOVATION COMMITTEE**

**Chairperson:** Don Flick

1. The Board Reviewed two (2) proposals submitted by Park West:
   - Proposal dated 3/16/2020 to remove selected turf areas and replace with new plant material. Install a 5 ft wide DG path at the backside of the Tennis courts/Pool, and new drains along homeowner PL walls at a cost of $89,349.64.
   - Proposal dated 8/12/2019 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 August 11, 2020 meeting.**

**SOCIAL COMMITTEE**

**Chairperson:** Geraldine Chinarian

There were no items brought before the Board this month.

**40-YEAR STRATEGIC PLANNING COMMITTEE**

**Chairperson:** John Davenport

The Board discussed the make-up of the Committee given the recent election of Carlos Martinez to the Board of Directors.

**A motion was made, seconded and carried unanimously to appoint Carlos Martinez as the Board Liaison to the 40-Year Strategic Planning Committee.**

**WELCOMING COMMITTEE**

**Chairperson:** Don Flick

There were no new homeowner in month of June. **No motions were made.**

**DISCUSSION ITEMS:**

**POOL AREA LANDSCAPE AND THE RESERVE STUDY**

The Board reviewed email correspondence regarding the pool landscape work completed by Park West on July 25, 2018 at a cost of $2,595.50. **No motions were made.**

**RESERVE STUDY (VERSION 1)**

The Board reviewed the update to the reserve study (Version 1) as completed by ARS. As of January 1, 2021, ARS anticipates the Association shall be 74.76% funded. ARS is recommending the Association budget $8,208.33 per month in 2021 for reserves. The Association currently budgets $8,000.00 per month for 2020.

**A motion was made, seconded and carried unanimously to table discussion until the August 11, 2020 meeting.**

**COMMON FACILITIES UPDATE**

The Board discussed the status of the common facilities in relation to the COVID-19 Pandemic.

**A motion was made, seconded and carried unanimously to table discussion and review the current emergency common facilities rules at the August 11, 2020 meeting.**
NEW BUSINESS

INVOICE (ARS)  The Board reviewed the invoice submitted by ARS to complete the Reserve Study at a cost of $600.00.

A motion was made, seconded and carried unanimously to table discussion until the August 11, 2020 meeting.

POOL TOILETS PROPOSAL (SEVERSON)  The Board discussed the proposal submitted by Severson Plumbing to replace three (3) toilets at the pool area restrooms.

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

NEXT MEETING  The next Board of Directors Meeting is currently scheduled for Tuesday, August 11, 2020 via Zoom teleconference. Executive Session Meeting to begin at 6:30 PM and 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 8:28 PM.

ATTEST: 

Board Member Signature  

Date  9/7/20