

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

**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 via Zoom teleconference on July 14, 2020.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary Carlos Martinez, Treasurer Ann Marie Simmons, Member at Large  <b>Representing Mgmt:</b> Jamie Hackwith, CMCA, AMS, PCAM
<b>CALL TO ORDER</b>	A quorum was present, and President, Don Flick, called the meeting to order at 7:02 PM
<b>GUESTS AND COMMITTEE CHAIRPERSON PRESENT</b>	There were no guests, committee members or other homeowners in attendance for regular session.
<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>HOMEOWNER FORUM</b>	There were no homeowners present at the meeting and no items brought before the Board.
<b>MINUTES</b>	<i>A motion was made, seconded and carried to approve the Minutes from the June 9 and June 18, 2020 regular session meetings, as presented.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the un-audited financial statement prepared by Management:  <b><u>June 30, 2020 – Bank Balances:</u></b> Operating Account .....\$116,372.39 Reserve Account .....\$626,358.79 Outstanding aging .....\$4,548.00  <i>A motion was made, seconded and carried unanimously to table the treasurer's reports for June 30, 2020 to the August 11, 2020 meeting.</i>
<b>INVESTMENT MATURITY DATES</b>	None this period.
<b>LIEN APPROVALS</b>	None this month
<b>FORECLOSURES</b>	None this month

**COMMITTEE REPORTS**

**40<sup>TH</sup> 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