

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 13, 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 October 13, 2020.						
ATTENDANCE	<p>Directors Present: Don Flick, President Ralph Annunziata, Secretary Carlos Martinez, Treasurer Ann Marie Simmons, Member at Large</p> <p>Absent: <i>Ken Fairbanks, Vice President</i></p> <p>Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM</p>						
CALL TO ORDER	A quorum was present, and President, Don Flick, called the meeting to order at 7:00 PM.						
GUESTS AND COMMITTEE CHAIRPERSON PRESENT	Geraldine Chinarian and Sam Chinarian, Social Committee 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	<i>A motion was made, seconded and carried to approve the Minutes from the September 8, 2020 regular session meeting, as submitted.</i>						
TREASURER'S REPORT	<p>The Board reviewed the un-audited financial statement prepared by Management:</p> <p>A. <u>September 30, 2020 – Bank Balances</u></p> <table><tr><td>Operating Account</td><td>\$115,858.53</td></tr><tr><td>Reserve Account</td><td>\$648,707.30</td></tr><tr><td>Outstanding aging</td><td>\$3,540.00</td></tr></table> <p><i>A motion was made, seconded and carried unanimously to accept the treasurer's reports for September 30, 2020.</i></p>	Operating Account	\$115,858.53	Reserve Account	\$648,707.30	Outstanding aging	\$3,540.00
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Reserve Account	\$648,707.30						
Outstanding aging	\$3,540.00						
INVESTMENT MATURITY DATES	None this period						

**DRAFT BUDGET
FOR FYE
DECEMBER 31, 2021**

The Board reviewed the draft budget as revised by Carlos Martinez for fiscal year ending December 31, 2021. Based on a review of anticipated and actual operating expenses and recommended monthly reserve funding levels, Carlos Martinez recommends an increase in the monthly assessments from \$200 to \$215 per month.

A motion was made, seconded and carried unanimously to approve the budget as presented with a \$15.00 per unit per month increase effective January 1, 2021 contingent of verification of the budget numbers.

DELINQUENCY REPORT

LIEN APPROVALS None this month

FORECLOSURES None this month

COMMITTEE REPORTS

**40TH YEAR
ANNIVERSARY**

Chairperson: Ann Marie Simmons
There were no items brought before the Board this month

**ARCHITECTURAL
COMMITTEE**

Chairperson: Shelley Armstrong
1. The Board reviewed the Architectural Progress Report. **No motions were made.**

**COMMUNITY
FACILITIES
COMMITTEE**

Chairperson: Ken Fairbanks
1. Pool and Tennis Court Rules – The Board discussed the current rules pertaining to the pool area and tennis court
A motion was made, seconded and carried unanimously to table discussion until the November 10, 2020 meeting.

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport
1. Park West – Punch list and weekly landscape reports. **No motions were made.**
2. Tot Lot – The Board reviewed the proposal submitted by Park West to fill in the lower sand areas at the tot lot to match with the existing sand material at a cost of \$567.00.
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:
 - a. Revised Park West Landscape proposal dated 9/11/2020 - Remove the existing turf, retrofit irrigation, install plant material and trees, install new sod in 2 locations in the greenbelt area between Redonda and Trovita at a cost of \$72,734.65.
 - b. Revised proposal dated 9/22/2020 - Remove selected turf areas and replace with new plant material. Install new drains along homeowner property line walls at a cost of \$60,392.05.

A motion was made, seconded and carried unanimously to table discussion until the November 10, 2020 meeting.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian were present to give the committee report

1. The Board discussed the possibility of holding a Halloween event, including a costume parade and candy hand-out. The event would last approximately 30 minutes and would be restricted to residents only. An eblast can be sent out to all residents with the details.

A motion was made, seconded and carried unanimously to hold a Halloween event with appropriate safety protocols in place.

**40-YEAR
STRATEGIC
PLANNING
COMMITTEE**

Chairperson: John Davenport

There were no items brought before the Board this month

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

There was two (2) new homeowner in month of September:

- 1 Tamizar
- 7 Tamizar

No motions were made.

DISCUSSION ITEMS:

**EMERGENCY
COMMON
FACILITIES RULES**

The Board discussed possible adoption of the Emergency Common Facilities Rules. Management noted that there were no homeowner comments submitted.

A motion was made, seconded and carried unanimously to formally adopt the Emergency Common Facilities Rules, as written.

**2021 ELECTION
SERVICES**

The Board reviewed a proposal submitted by Accurate Voting to provide election services for the 2021 annual election at a cost of \$577.60 plus expenses (e.g. meeting attendance and ballot mail out with election rules).

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

NEW BUSINESS

**POOL HEAT
EXTENSION
REQUEST**

The Board reviewed a request submitted by a homeowner asking the Board to consider keeping the pool heat on for one additional month due to the pandemic closure. Management noted that the pool heat is normally turned off around mid-October each year.

A motion was made, seconded and carried unanimously to keep the pool heat on until the end of November 2020.

NEXT MEETING

The next Board of Directors Meeting is currently scheduled for Tuesday, November 10, 2020 via Zoom teleconference. The 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 8:05 PM.

ATTEST:

Board Member Signature

Date

11/10/20