

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 9, 2021**

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 13 Ramada and via Zoom teleconference on November 9, 2021.						
ATTENDANCE	<p>Directors Present: Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary Carlos Martinez, Treasurer (<i>Left at 8:10 pm</i>) Ann Marie Simmons, Member at Large</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 6:55 PM.						
GUESTS AND COMMITTEE CHAIRPERSON PRESENT	There were no homeowners in attendance						
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 and no issues were brought before the Board.						
MINUTES	<i>A motion was made, seconded, and carried unanimously to approve the Minutes from the October 12, 2021, regular session meeting, as corrected and the October 12, 2021, Special meeting, as presented.</i>						
TREASURER'S REPORT	<p>The Board reviewed the un-audited financial statement prepared by Management:</p> <p>A. <u>October 31, 2021 – Bank Balances</u></p> <table><tr><td>Operating Account</td><td>\$67,267.38</td></tr><tr><td>Reserve Account</td><td>\$822,209.80</td></tr><tr><td>Outstanding aging</td><td>\$670.00</td></tr></table> <p><i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for October 31, 2021.</i></p>	Operating Account	\$67,267.38	Reserve Account	\$822,209.80	Outstanding aging	\$670.00
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Reserve Account	\$822,209.80						
Outstanding aging	\$670.00						
INVESTMENT MATURITY DATES	Nothing this period.						

**DRAFT BUDGET
FOR FYE 12/31/2022**

The Board discussed the draft budget submitted from management for fiscal year ending December 31, 2022. The Board also reviewed the draft budget provided by Carlos Martinez.

A motion was made, seconded, and carried unanimously to approve the budget as revised with an increase of \$5.00 per owner, per month, on the condition that the special assessment can legally be distributed across a 12-month period in 2022 and is reflected in the budget.

DELINQUENCY REPORT

LIEN APPROVALS None this month

FORECLOSURES None this month

ANNUAL CALENDAR

**REVIEW OF THE
ANNUAL
CALENDAR**

The Board reviewed the annual calendar and discussed upcoming items of business, including: Mail Budget by Nov. 25th, Park West Contract Renewal 1/18, Insurance Renewals in March. Check with Board if they want agent to attend next meeting, Begin Winter mow schedule, once every-other week, Personal Touch Contract Renewals in January, Fiscal Year End – Reallocate Reserve Funds, Send Candidate Statements no later than 12/1
No motions were made.

COMMITTEE REPORTS

**ARCHITECTURAL
COMMITTEE**

Chairperson: Shelley Armstrong

1. The Board reviewed the Architectural Progress Report. **No motions were made.**

**COMMUNITY
FACILITIES
COMMITTEE**

Chairperson: Ken Fairbanks

1. Ken discussed the outcome of the meeting with the Asphalt Engineer, who has recommended taking a few core samples. A proposal is pending for this.
2. Ken noted that he met with a contractor to look at the proposed pool house renovations.
3. Ken noted that the next big project would be mailbox replacement
4. Ken gave a status update for the tennis court light fixture work.

Note: Carlos Martinez left the meeting at 8:10 pm and was not present for the following motions

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Landscape Committee Report - No report was submitted
2. Park West – Punch List and Weekly Landscape Reports - Reviewed
3. Monarch - Landscape Assessment Report - Reviewed

**LANDSCAPE
COMMITTEE**
continued...

4. Tree Risk Assessment - The Board reviewed the proposal submitted by Monarch to complete a level three risk assessment of six eucalyptus located along Tamizar and one Liquid Amber level three risk assessment @ \$2,800.00. The Landscape Committee has recommended approval of this proposal.

A motion was made, seconded, and carried to approve the above-noted proposal (Carlos was not present for the vote).

5. Park West Proposals - The Board reviewed the following proposals:
 - a. Tree Replacement - Replace the existing two leaning Eucalyptus trees and one damaged Liquidambar tree with fungus all located along Tamizar turf area. Replace Camphor tree in the planter inside the gate area at west Sonrisa entrance with Multi Trunk Coast Live Oak at a cost of \$1,480.00. The Landscape Committee has recommended approval of this proposal.

A motion was made, seconded, and carried to approve proposal 5a (Carlos was not present for the vote).

- b. Tot Lot Planter - Remove existing sprinklers and replace with Drip system @ \$1,083.66. The Landscape Committee has recommended approval of this proposal

A motion was made, seconded, and carried to deny proposal 5b (Carlos was not present for the vote).

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Don Flick

1. The matter was discussed during the facilities report

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian

There were no items brought before the Board this month

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

There were no new homeowners in month of October. **No motions were made.**

DISCUSSION ITEMS:

**POOL HOUSE -
TERMITE REPORT**

The Board reviewed the termite report completed by Accurate Termite and a proposal to treat the termites and complete wood repairs at the Pool building at a cost of \$1,485.00. Management noted that this bid was originally denied by the Board during the August 10th meeting.

A motion was made, seconded, and carried to approve 2A of the termite report at a cost of \$250.00 (Carlos was not present for the vote).

**RENOVATION
PROJECT**

The Board discussed the status of the upcoming renovation project, which was recently approved by the membership. **No motions were made.**

NEW BUSINESS

**CONCRETE CURB
BID**

The Board reviewed the proposal submitted by Quickel Paving to remove and replace the damaged section of curb at the end of Ramada at a cost of \$1,500.00.

A motion was made, seconded, and carried unanimously to approve the proposal (Carlos was not present for the vote). To be coded to the Concrete Reserve fund.

**2022 ANNUAL
ELECTION**

The Board reviewed the pre-ballot notice for the 2022 annual election, which is set to be held at 29 Sonrisa and via Zoom teleconference on February 8, 2022. Management noted that the Pre-Ballot notice must be posted at the community bulletin board by no later than Wednesday, December 15th. **No motions were made.**

AB 502 (ELECTIONS)

The Board reviewed the document submitted by Kelly G. Richardson of Richardson Ober DeNichilo regarding AB 502. **No motions were made.**

**2021 LEGISLATIVE
SUMMARY (CLAC)**

The Board reviewed the 2021 Legislative Summary provided by CAI's California Legislative Action Committee (CLAC). **No motions were made.**

NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, December 14, 2021, at 37 Sonrisa, Irvine, CA and via Zoom teleconference. Executive Session Meeting to begin at 6:30 PM and General Session Meeting at approximately 7:00 pm.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting adjourned at 8:27 PM.

ATTEST:

Board Member Signature

Date

12/21/21