

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 8, 2022**

**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 35 Sonrisa and via Zoom teleconference on March 8, 2022.

**ATTENDANCE**

**Directors Present:** Ken Fairbanks, President  
Ann Marie Simmons, VP and Secretary  
Carlos Martinez, Treasurer

**Absent:** Two (2) vacant seats

**Representing Mgmt:** Jamie Hackwith, CMCA, AMS, PCAM

**CALL TO ORDER**

A quorum was present, and President, Ken Fairbanks, called the meeting to order at 7:15 PM.

**GUESTS AND  
COMMITTEE  
CHAIRPERSONS  
PRESENT**

There were no homeowners or committee members 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**

*A motion was made, seconded, and carried unanimously to approve the Minutes from the February 8, 2022, regular session meeting, as presented.*

**TREASURER'S  
REPORT**

The Board reviewed the un-audited financial statement prepared by Management:

**A. January 31, 2022 – Bank Balances**

Operating Account .....	\$206,012.40
Reserve Account .....	\$870,155.68
Outstanding aging .....	\$206,531.00

**B. February 29, 2022 – Bank Balances**

Operating Account .....	\$151,647.59
Reserve Account .....	\$901,311.74
Outstanding aging .....	\$193,795.00

Carlos Martinez noted that he had concerns regarding the special assessment and how it is being recorded in the financial. A phone call will be scheduled with the accounting department to discuss.

*A motion was made, seconded, and carried unanimously to accept the treasurer's reports for January 31 and February 28, 2022.*

**INVESTMENT MATURITY DATES** Nothing this period.

**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 in April, including: Annual Spring Egg Hunt, Mail Approved Audit to Homeowners, Mail Pool Rules “No Tolerance” Memo & Pool Rules (send out email blast), Complete perimeter fence check , Prune Ficus, Tree Trimming – Eucalyptus Blue Gum, Canary Pine, Eucalyptus Citriodora, Ficus, Camphor, Liquid Amber, Sycamore, Queen Palms, Best Pool Contract Renewal 5/5, Begin Summer mow schedule, once per week.  
**No motions were made.**

**COMMITTEE REPORTS**

**ARCHITECTURAL COMMITTEE** **Chairperson: Shelley Armstrong**  
1. The Board reviewed the Architectural Progress Report. **No motions were made.**  
2. Committee Alternates - The Board reviewed the email from Shelley Armstrong asking the Board to appoint Gary Brenkman and Don Flick as alternates for the ACC.

*A motion was made, seconded, and carried unanimously to appoint Gary Brenkman and Don Flick as alternates for the Architectural Committee.*

**COMMUNITY FACILITIES COMMITTEE** **Chairperson: Ken Fairbanks**  
1. Gate Cameras - The Board reviewed proposals submitted by Vigilant Solutions. Per the company, the Association can purchase the cameras outright which comes with a recurring annual charge of \$250 per camera per year. The Association can also lease out the cameras for a minimum of 5 years for \$2,250 per year, per camera. The lease comes with a warranty and a cellular data plan.

*A motion was made, seconded, and carried unanimously to table discussion until the April 12, 2022 meeting.*

2. Street Work and Pool Area Renovation - Review of the bids submitted by LaBelle Marvin and PCW. **No motions were made.**

**GOVERNANCE AND GUIDELINES COMMITTEE** **Chairperson: Don Flick**  
• No report or items presented this month

**LANDSCAPE  
COMMITTEE**

**Chairperson: Ginny Davenport**

1. Landscape Committee Report - Review
2. Park West – Weekly Landscape Reports - Review
3. Monarch - Landscape Assessment Report - Review
4. The Board reviewed the following proposals submitted by Park West:
  - a. Remove the existing turf along Hicks Canyon between the South entrance and the end of the cul-de-sac at a cost of \$4,446.30.
  - b. Remove the existing turf along Hicks Canyon between the North and South entrance at a cost of \$13,204.70.
  - c. Landscape Renovation in the greenbelt area between Redonda and Trovita at a cost of \$72,696.65.
  - d. Landscape Renovation at the Pool and Tennis Court areas at a cost of \$59,602.05.

***A motion was made, seconded, and carried unanimously to approve items 4a, 4b, 4c and 4d at a total cost of \$149,949.70. To be paid from the special assessment reserve fund.***

5. Project Management - The Board reviewed the proposal submitted by Monarch to provide project management of the Hicks Canyon turf removal project at a cost of \$1,700.00.

***A motion was made, seconded, and carried unanimously to approve the project management proposal at a cost of \$1,700.00. To be paid from the special assessment reserve fund.***

**POOL / LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: The Board**

- No report or items presented this month

**No motions were made.**

**SOCIAL  
COMMITTEE**

**Chairperson: Geraldine Chinarian and Sam Chinarian**

- No report or items presented this month

**WELCOMING  
COMMITTEE**

**Chairperson: Don Flick**

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

**DISCUSSION ITEMS:**

**EARTHQUAKE  
INSURANCE**

The Board reviewed the quote submitted by Armstrong/Robitaille/Riegle to provide earthquake insurance coverage to the Association. The pricing options are as follows:

- Option 1 - \$4,594 (10% Deductible)
- Option 2 - \$3,272 (15% Deductible)
- Option 3 - \$2,747 (20% Deductible)

***A motion was made, seconded, and carried unanimously to approve option #1 with a 10% deductible at a cost of \$4,594.00.***

**NEW BUSINESS**

**2023 ELECTION  
SERVICES**

The Board reviewed a proposal submitted by Accurate Voting to provide election services for the 2023 annual election at a cost of \$677.60 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.*

**2022 SPRING  
CLEANING**

The Board reviewed an unsolicited proposal submitted by Personal Touch Cleaning to complete various deep cleaning services within the pool and tennis court areas.

*A motion was made, seconded, and carried unanimously to decline the bid this year.*

**BOARD OF  
DIRECTORS**

The Board reviewed an email submitted by Sam Chinarian, volunteering to serve on the Board of Directors.

*A motion was made, seconded, and carried unanimously to table discussion until the April 12, 2022 meeting.*

**LOSS OF QUORUM**

The Board reviewed information regarding loss of quorum at a duly called regular or executive session meeting. **No motions were made.**

**NEXT MEETING**

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, April 12, 2022, at 5 Redonda, Irvine, CA and via Zoom teleconference. Executive Session Meeting to begin at 6:30 pm and General Session Meeting afterward (at approximately 7:00 pm.)

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 7:56 PM.

**ATTEST:**

  
\_\_\_\_\_  
Board Member Signature

4-13-22  
Date