

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 12, 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 5 Redonda and via Zoom teleconference on April 12, 2022.						
ATTENDANCE	<p>Directors Ken Fairbanks, President</p> <p>Present: Ann Marie Simmons, VP / Secretary (<i>left at 6:43 pm</i>) Carlos Martinez, Treasurer</p> <p>Absent: <i>Two (2) vacant seats</i></p> <p>Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM</p>						
CALL TO ORDER	A quorum was present, and President, Ken Fairbanks, called the meeting to order at 7:00 PM.						
GUESTS AND COMMITTEE CHAIRPERSONS PRESENT	Shelley Armstrong, Architectural Committee Chair There were no other 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 March 8, 2022, regular session meeting, as presented.</i>						
TREASURER'S REPORT	<p>The Board reviewed the un-audited financial statement prepared by Management:</p> <p>A. <u>March 31, 2022 – Bank Balances</u></p> <table><tr><td>Operating Account</td><td>\$142,146.48</td></tr><tr><td>Reserve Account</td><td>\$934,533.04</td></tr><tr><td>Outstanding aging</td><td>\$26,092.00</td></tr></table> <p><i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for March 31, 2022.</i></p>	Operating Account	\$142,146.48	Reserve Account	\$934,533.04	Outstanding aging	\$26,092.00
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Reserve Account	\$934,533.04						
Outstanding aging	\$26,092.00						
INVESTMENT MATURITY DATES	Nothing this period.						

**AUDIT FOR FISCAL
YEAR ENDING
DECEMBER 31, 2021**

The Board discussed approval of the draft audit for FYE December 31, 2021, submitted from Inouye, Shively, Klatt & McCorvey.

A motion was made, seconded, and carried unanimously to approve the audit as presented and mail it out to the membership.

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 May: Reserve Study (Review & Approval), Revisit squirrel abatement service, Renew Legal Retainer Contract. **No motions were made.**

COMMITTEE REPORTS

**ARCHITECTURAL
COMMITTEE**

Chairperson: Shelley Armstrong was present to give the report

1. The Board reviewed the Architectural Progress Report. **No motions were made.**
2. Meeting with the Architectural Committee - The Board met with Shelley Armstrong, chair of the Architectural Committee. The following items were discussed:
 - Recent modifications started without prior written approval from the Architectural Committee
 - Update on current architectural applications
 - Process for how requests to extensions are handled
 - The Architectural Committee is working with the Governance and Guidelines Committee on possible revisions to the Architectural Guidelines and Community Rules.

No motions were made.

**COMMUNITY
FACILITIES
COMMITTEE**

Chairperson: Ken Fairbanks

1. Ken noted that the sign at the tennis court was destroyed. It has since been repaired.
2. Ken noted that a pool umbrella was damaged due to heavy winds. Ken suggested installing signs, reminding residents to lower the umbrellas after use.

A motion was made, seconded, and carried unanimously to approve up to \$300.00 for the purchase and installation of new signage.

3. Mailboxes - The Board reviewed the proposal submitted by Orange County Contractor Services to replace the mailboxes throughout the community at a cost of \$47,572.00.

A motion was made, seconded, and carried unanimously to table discussion until the June 14, 2022 meeting.

**COMMUNITY
FACILITIES
COMMITTEE**
continued...

4. Gate Operators - The Board reviewed proposals submitted by Accent Automated Gates (\$22,200 / \$5,550 per gate) and Automated Gate Service (\$27,465.00) to replace the gate operators.

A motion was made, seconded, and carried unanimously to table discussion until the May 10, 2022 meeting.

5. 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 June 14, 2022 meeting.

6. Block Wall Repair Update - The Board reviewed the response submitted by the homeowner at 5 Sonrisa.

A motion was made, seconded, and carried unanimously to table discussion until the May 10, 2022 meeting.

**GOVERNANCE AND
GUIDELINES
COMMITTEE**

Chairperson: Don Flick

1. Committee Report - The Governance and Guidelines Committee has already planned to meet to discuss needed revisions to the rules and Architectural Guidelines. Management shall forward the committee report to the Board once it has been submitted. **No motions were made.**

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Landscape Committee Report - Review
2. Monarch - Landscape Assessment Report - Review
3. Park West – Weekly Landscape Reports - Review

No motions were made.

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Don Flick

- Ken Fairbanks gave an update regarding the pool house and pool area, and the bidding process. **No motions were made.**

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian

- No report or items presented this month. **No motions were made.**

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

DISCUSSION ITEMS:

VACANT BOARD POSITIONS

The Board reviewed the vacant Board positions. Four homeowners have stated their interest in being appointed to the Board to fill the two vacant seats.

A motion was made, seconded, and carried unanimously to appoint Greg Smith and Kimber Elston to the Board to serve out the terms of the two vacant seats.

NEW BUSINESS

REMINDER - JAMIE ON VACATION

Jamie Hackwith, Senior Community Manager, reminded the Board that he will be out of the country and will not have access to email from Wednesday, May 11 until Tuesday, May 24, 2022. Maintenance and other work order requests can be emailed directly to Ashleigh Adrianos, Community Assistant at: aadrianos@totalpm.com. For any urgent matters, homeowners should call the office. **No motions were made.**

NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, May 10, 2022, at 29 Sonrisa, 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 8:20 PM.

ATTEST:

Approved at the May 10, 2022 meeting

Board Member Signature

Date