

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 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 July 12, 2022.

ATTENDANCE

Directors Present: Ken Fairbanks, President
Carlos Martinez, Treasurer
Kimber Elston, Secretary

Absent: Ann Marie Simmons, Vice President
Greg Smith, Member at Large

Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM

CALL TO ORDER

A quorum was present, and President, Ken Fairbanks, called the meeting to order at 6:55 PM.

**GUESTS AND
COMMITTEE
CHAIRPERSONS
PRESENT**

There were three (3) 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 three (3) homeowners present. The following issues were brought before the Board:

- Landscape renovation project and turf removal
- Dog issues

MINUTES

A motion was made, seconded, and carried unanimously to approve the Minutes from the June 14, 2022, regular session meeting, as presented.

**TREASURER'S
REPORT**

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

A. June 30, 2022 – Bank Balances

Operating Account\$103,016.90
Reserve Account\$1,043,791.48
Outstanding aging\$2,579.00

A motion was made, seconded, and carried unanimously to accept the treasurer's reports for June 30, 2022.

**INVESTMENT
MATURITY DATES**

None 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 August: Obtain Tax and Audit Bids, Approve Holiday Lighting Bid, Begin Draft Budget, Asphalt Condition Annual Inspection/Obtain Bids, Annual Notice of Address mailed as insert in August for September billing, Schedule Termite Inspection for Pool Area and Gate House. **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. Committee Report (if any)
2. 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.
3. Pavement Investigation and Report – The Board reviewed the Structural Pavement Investigation and Report submitted by LaBelle Marvin.

A motion was made, seconded, and carried unanimously to table discussion of items #2 and #3 until the August 9, 2022 meeting.

4. 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 send a final request to the Owner at 5 Sonrisa to complete the requested work.

GOVERNANCE AND GUIDELINES COMMITTEE

Chairperson: Don Flick

1. Committee Report - The Board reviewed the revised summaries of the suggested additions and revisions to the Rules & Regulations, the Architectural Guidelines, and the Resident Handbook, as recommended by the Governance and Guidelines Committee. Management noted that we are awaiting the final update, which incorporates Robert DeNichilo's verbiage for Commercial Vehicles. Per Ken Fairbanks, he had a chance to meet with the committee recently and noted that they are finishing up the final revisions.

A motion was made, seconded, and carried unanimously to table discussion until the August 9, 2022 meeting.

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Landscape Committee Report - Review
2. Park West – Punch List and Weekly Landscape Reports
3. Park West Proposals:
 - a. Remaining Tree Maintenance for 2022 – Review of the revised proposal submitted by Park West @ \$3,505.00. The Landscape Committee recommends approval of the revised proposal.
 - b. Four Ficus trees located on both East and West entrances - Bark banding with Plant Grow Regulator to suppress the Ficus Tree fruits in 2023. at a cost of \$260.00. The Landscape Committee recommends approval of the revised proposal.

A motion was made, seconded, and carried unanimously to approve proposals 3a and 3b at a total cost of \$3,765.00.

- c. Pour 8'x 4' concrete pad and provide and install 6' black on black metal park bench at a cost of \$3,454.67. The Landscape Committee recommends holding off on the revised proposal for now.

A motion was made, seconded, and carried unanimously to table discussion of item 3c until August 9, 2022, meeting.

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: The Board

1. Owner Email regarding ants – Reviewed.
2. Pool Permits – The Board discussed the status of the city permits.
3. Pool and Deck Renovation – The Board discussed the status of the pool and deck renovation project.

A motion was made, seconded, and carried unanimously to give Ken Fairbanks authorization up to \$200,000.00 for the purpose of approving the pool and deck renovation project.

4. Pool House Renovation contract – The Board discussed the contract submitted by Scott J. Woodland Construction to complete the renovation at the pool house at a cost of \$112,396.98. **No motions were made.**

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian

1. Annual Summer pool event - Discussion of when and where to hold the 2022 pool event. **No motions were made.**

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

DISCUSSION ITEMS:

RESERVE STUDY

The Board reviewed the draft Reserve Study dated June 6, 2022, completed by Association Reserves. Per the Reserve Analyst, the Association shall by 69.1% funded as of January 1, 2023, and is recommending that the Association increase your Reserve contributions from the current \$8,969.01 per month, to \$9,500 in 2023 (about a \$531 per month increase in 2023).

A motion was made, seconded, and carried unanimously to table discussion until the August 9, 2022 meeting.

NEW BUSINESS

HOLIDAY LIGHTS

The Board reviewed proposals submitted by California Christmas (\$2,650.00) and Light Up My Holiday (various pricing options) to provide holiday lighting at the front entrances and trees located at the corner monument sign.

A motion was made, seconded, and carried unanimously to approve the proposal submitted by California Christmas.


NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, August 9, 2022, at 8 Ramada, 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 8:04 PM.

ATTEST:



Board Member Signature



Date