

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

**August 9, 2022**

**REGULAR SESSION MINUTES**

<b>NOTICE OF MEETING</b>	Upon notice duly given and received, a general session meeting of the Board of Directors of the Canyon Creek Homeowners Association was held at 8 Ramada and via Zoom teleconference on August 9, 2022.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Ken Fairbanks, President Ann Marie Simmons, Vice President Carlos Martinez, Treasurer Kimber Elston, Secretary Greg Smith, Member at Large  <b>Representing Mgmt:</b> Jamie Hackwith, CMCA, AMS, PCAM
<b>CALL TO ORDER</b>	A quorum was present, and President, Ken Fairbanks, called the meeting to order at 7:08 PM.
<b>GUESTS AND COMMITTEE CHAIRPERSONS PRESENT</b>	Gary Brenkman, Governance and Guidelines Committee There were no other homeowners in attendance
<b>EXECUTIVE SESSION DISCLOSURE</b>	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.
<b>HOMEOWNER FORUM</b>	There were no homeowners present and no issues were brought before the Board.
<b>MINUTES</b>	<i>A motion was made, seconded, and carried unanimously to approve the Minutes from the July 13, 2022, regular session meeting, as presented.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the un-audited financial statement prepared by Management:  <b>A. <u>July 31, 2022 – Bank Balances</u></b> Operating Account .....\$88,330.21 Reserve Account .....\$985,589.85 Outstanding aging .....\$2,886.00  <i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for July 31, 2022.</i>
<b>INVESTMENT MATURITY DATES</b>	None this period
<b>DELINQUENCY REPORT</b>	
<b>LIEN APPROVALS</b>	None this month
<b>FORECLOSURES</b>	None this month

**ANNUAL CALENDAR**

**REVIEW OF THE  
ANNUAL  
CALENDAR**

The Board reviewed the annual calendar and discussed upcoming items of business in September: Review the Draft Budget, Tree Trimming Balance of Trees, Approve Tax and Audit Bid, Set Halloween Party Date, Approve Asphalt Bid, Send eBlast (Candidate Application included in October billing). **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. 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.
2. 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 items #1 and #2 until the October 11, 2022 meeting.***

3. Block Wall Repair Update - The Board reviewed the response submitted by the homeowner at 5 Sonrisa. Per the homeowner, the work has been completed. **No motions were made.**

**GOVERNANCE AND  
GUIDELINES  
COMMITTEE**

**Chairperson: Don Flick (Gary Brenkman was present)**

1. Committee Report - The Board reviewed the revised summaries of the suggested additions and revisions to the Rules & Regulations and the Resident Handbook, as recommended by the Governance and Guidelines Committee.

***A motion was made, seconded, and carried unanimously to send the draft Rules & Regulations and the Resident Handbook to Robert DeNichilo for a legal review.***

**LANDSCAPE  
COMMITTEE**

**Chairperson: Ginny Davenport**

1. Landscape Committee Report - Review
2. Park West – Punch List and Weekly Landscape Reports - Review
3. Monarch Environmental Monthly Report - Review
4. Park West Proposal:
  - a. Pour 8'x 4' concrete pad and provide and install 6' black on black metal park bench at a cost of \$3,454.67.

***A motion was made, seconded, and carried unanimously to deny proposal 4a at this time.***

**POOL / LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: The Board**

1. Renovation Project Update:
  - a. Per Ken, the pool building roof will be removed August 10, 2022.
  - b. Ken noted that we are still waiting for county permits for the pool deck and plaster work.
  - c. The Board discussed the pool deck paver tile to be installed.
2. The Board reviewed a homeowner's email regarding the amount of turf removed.
3. The Board reviewed the following signed contracts:
  - a. Scott Woodland Contract
  - b. Aquapure Deck Contract
  - c. Aquapure Pool Spa Replaster Contract

**No motions were made.**

**SOCIAL  
COMMITTEE**

**Chairperson: Geraldine Chinarian and Sam Chinarian**

No items this period

**WELCOMING  
COMMITTEE**

**Chairperson: Don Flick**

1. There were no new homeowners in month of July. **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 approve the reserve study as presented.***

**NEW BUSINESS**

**AUDIT AND TAXES  
FOR FYE 12/31/22**

The Board reviewed the proposal submitted by Inouye, Shively, Klatt & McCorvey to complete the audit and taxes for fiscal year ending December 31, 2022 at a cost of \$1,250.00.

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

**CODE OF CONDUCT  
AND ETHICS**

The Board reviewed the Code of Conduct and Ethics for Board Members and Architectural Committee members. This was forwarded to management by Gary Brenkman who notes that the policy would normally be read and signed by new board members and ACC members, when they come on board. The Board also reviewed the January 17, 2005, minutes where this policy was approved by the Board. **No motions were made.**

**NEXT MEETING**

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, September 13, 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.)

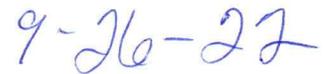
**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 8:03 PM.

**ATTEST:**



Board Member Signature



Date