

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 10, 2023**

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 29 Sonrisa and via Zoom teleconference on January 10, 2023.

ATTENDANCE **Directors Present:** Ken Fairbanks, President
Ann Marie Simmons, Vice President
Carlos Martinez, Treasurer
Kimber Elston, Secretary
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 7:00 PM.

GUESTS AND COMMITTEE CHAIRPERSONS PRESENT Shelley Armstrong, Architectural Committee
Gary Brenkman, Governance and Guidelines Committee
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 two (2) homeowners present and no issues were brought before the Board during the homeowner forum period.

MINUTES *A motion was made, seconded, and carried unanimously to approve the Minutes from the December 13, 2022, regular session meeting, as presented.*

TREASURER'S REPORT The Board reviewed the un-audited financial statement prepared by Management:

- A. October 31, 2022 – Bank Balances**
 - Operating Account\$101,443.09
 - Reserve Account\$998,230.53
 - Outstanding aging\$2,871.00
- B. November 30, 2022 – Bank Balances**
 - Operating Account\$124,080.34
 - Reserve Account\$979,357.26
 - Outstanding aging\$3,497.00
- C. December 31, 2022 – Bank Balances**
 - Operating Account\$100,125.17
 - Reserve Account\$983,451.42
 - Outstanding aging\$1,271.00

A motion was made, seconded, and carried unanimously to approve the Treasurer's reports for October, November and December 2022.

INVESTMENT MATURITY DATES None this period

DELINQUENCY REPORT

LIEN AUTHORIZATIONS None this month

<u>Account Number</u>	<u>Parcel Number</u>
None this month	None this month

FORECLOSURE AUTHORIZATIONS None this month

ANNUAL CALENDAR

REVIEW OF THE ANNUAL CALENDAR

The Board reviewed the annual calendar and discussed upcoming items of business in February: Annual Meeting (2nd Tuesday), Mission Statement for Board and ARC Committee Signature, Bank Signature Cards, Garage Sale/Home Tour/Dumpsters Schedule, Tree Trimming at Entrance/Exit Gates, Obtain Dethatching Bid from Landscape Co, Approve Insurance Renewal, Sunset Property Services Contract Auto Renewal, Reserve Study Bids for Review & Approval, Invite the Social Committee to the February meeting to discuss the committee’s roles and responsibilities.
No motions were made.

COMMITTEE REPORTS

ARCHITECTURAL COMMITTEE

Chairperson: Shelley Armstrong was present

1. The Board reviewed the Architectural Progress Report. **No motions were made.**
2. Committee Member’s Roles and Responsibilities – The Board met with Shelley Armstrong, Committee Chair to discuss the committee member’s Roles and responsibilities. **No motions were made.**

COMMUNITY FACILITIES COMMITTEE

Chairperson: Ken Fairbanks

1. Discussed needed mailbox repairs. Management will inspect the mailboxes during the February walk. **No motions were made.**

GOVERNANCE AND GUIDELINES COMMITTEE

Chairperson: Don Flick

1. Updated Rules & Regulations and Resident Handbook – Gary Brenkman and Shelley Armstrong were present to discuss the committee’s thoughts regarding the legal opinion and recommended changes submitted by Robert DeNichilo’s office. The Committee met on January 9th and went through the comments from the Attorney. Topics discussed storage pods, pool and spa rules, home-based businesses, short term rentals, definitions used in the rules, tenant vehicles, lease rules. Gary Brenkman will discuss with the attorney and forward her responses to the Board for review.

A motion was made, seconded, and carried unanimously to table discussion until the February 14, 2023 meeting.

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Landscape Committee Report – No Report submitted
2. Monarch Environmental Walk Notes and Report - Review
3. Park West – Punch List and Weekly Landscape Reports

No motions were made.

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Board

1. Change Order #1 (AquaPure) – Ratify approval of Change Order #1 submitted by AquaPure at a cost of \$21,854.00. The proposal was approved by the Board via an emergency email meeting.

A motion was made, seconded, and carried unanimously to ratify the approval.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian

1. Proposed 2023 Social Events calendar

A motion was made, seconded, and carried unanimously to table discussion and invite the committee members to attend the March 14, 2023 meeting.

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

OLD BUSINESS:

None this period

NEW BUSINESS

None this period

NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, February 14, 2023, at 35 Sonrisa, Irvine, CA and via Zoom teleconference. Executive Session Meeting to begin at 6:00 pm, the Annual Election 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 8:25 PM.

ATTEST:

Board Member Signature

Date