

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 14, 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 35 Sonrisa and via Zoom teleconference on February 14, 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 CHAIRPERSON PRESENT	There were three (3) homeowners in attendance Ginny Davenport and Janet Mull, Landscape Committee Gary Brenkman, Governance Committee
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. No issues were brought before the Board during the open forum period.
MINUTES	<i>A motion was made, seconded and carried to approve the Minutes from the January 10, 2023 regular session meeting, as presented.</i>
TREASURER'S REPORT	The Board reviewed the un-audited financial statement prepared by Management: A. <u>January 31, 2023 – Bank Balances</u> Operating Account\$88,606.79 Reserve Account\$968,805.40 Outstanding aging\$2,277.00 <i>A motion was made, seconded, and carried unanimously to approve the Treasurer's reports for January.</i>
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 March, including Pool Heat On & Umbrellas Up by March 15th, Approve Draft Audit & Mail Taxes, Obtain bid to Rototill Tot Lot Sand, Tot Lot Annual Inspection, Insurance Renewals 3/4, Gate Contract Renewal. **No motions were made.**

COMMITTEE REPORTS

**ARCHITECTURAL
COMMITTEE**

Architectural Committee - Chairperson: Shelley Armstrong

1. Architectural Progress Report - Reviewed

**COMMUNITY
FACILITIES
COMMITTEE**

Community Facilities Committee - Chairperson: Ken Fairbanks

1. Committee Report
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 items #2 and #3 until the July 11, 2023 meeting.

**GOVERNANCE AND
GUIDELINES
COMMITTEE**

Chairperson: Don Flick. Gary Brenkman was present for the committee.

1. **Updated Rules and Resident Handbook** – The Board reviewed the additional comments and verbiage submitted by Krista Kamper at Nordberg | DeNichilo. Per Gary Brenkman, the committee is close to being able to send the final version of the draft rules to the membership for the 28-day comment period. Gary will submit a summary of all the changes made to the Board for its review. **No motions were made.**
2. **Proposed eBlast - EV Charger and Solar** – The Board reviewed emails from the Governance Committee regarding a proposed eblast to the Membership.

A motion was made, seconded, and carried unanimously to send the eblast out, as amended by Gary Brenkman.

**LANDSCAPE
COMMITTEE**

Landscape Committee – Chairperson: Ginny Davenport

1. Landscape Committee Report – None this month
2. **Committee Member’s Roles and Responsibilities** – The Board met with the committee members to discuss.
3. **Monarch Environmental Report** – Reviewed
4. Park West – Punchlist and Weekly landscape Reports
5. Landscape Proposals:

- A. **2023 Fall/Winter Tree trimming** at a cost of \$5,984.00. Monarch Environmental recommends approval of this bid.

A motion was made, seconded, and carried unanimously to table discussion until the March 14, 2023 meeting, pending review of a revised 3-year pruning plan.

- B. **Smart Irrigation Controllers along Hicks Canyon** – There are four (4) proposals, which cover installation of smart controllers all along the front of the community. Total cost for all bids is \$19,076.30. Per Monarch Environmental, the proposals are all appropriately priced and acceptable for the site. There are two (2) proposals that state controller 5, but have separate water meters listed. Park West did say the HOA has two (2) meters feeding into the same area (one covers a small area, and the other meter water a larger section of the property). Both would be needed to upgrade the whole irrigation system.

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

**POOL &
GREENBELT
RENOVATION
COMMITTEE**

Chairperson: The Board

1. **Pool Irrigation System Renovation** - Reviewed the proposal submitted by Park West at a cost of \$8,300.70.

A motion was made, seconded, and carried unanimously to give the Landscape Committee authorization to approve the proposal, up to \$8,300.70. To be coded to the Pool Renovation Reserve fund.

2. **Pool Building Water Main Repair** - Reviewed the proposal submitted by Aquapure at a cost of \$4,750.00.

A motion was made, seconded, and carried unanimously to approve the above-noted proposal. To be coded to the Pool Renovation Reserve fund.

3. **Bollard Replacement** – Reviewed the proposal submitted by Pro-Tek Electrical & Lighting to replace five (5) bollard lights at a cost of \$14,331.00.

A motion was made, seconded, and carried unanimously to give Kimber Elston and Greg Smith authorization up to \$15,000.00 for the purpose of replacing the five (5) bollards. To be coded to the Pool Renovation Reserve fund.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian
There were no items brought before the Board this month

**WELCOMING
COMMITTEE**

Chairperson: Don Flick
There were no new homeowners in month of January. **No motions were made.**

DISCUSSION ITEMS:

OLD BUSINESS

Nothing this month

NEW BUSINESS

**INSURANCE
RENEWAL**

The Board reviewed the renewal quotes submitted from Armstrong/Robitaille/Riegle to provide insurance coverage to the Association through March 4, 2024, at a cost of \$6,976 plus \$4,809.22 for earthquake coverage, for a total cost of \$11,785.22, up \$1,309.22 from 2022.

A motion was made, seconded, and carried unanimously to approve the renewal proposals at a total cost of \$11,785.22.

RESERVE STUDY

The Board reviewed the proposal submitted by Association Reserves to update the Reserve Study in 2023 at a cost of \$750.00 (or \$600.00 for an 8-week turn-around). Management noted that a full study with site visit was completed in 2021. A computer update with no visit is due for 2023.

A motion was made, seconded, and carried unanimously to approve the update with an 8-week turn-around at a cost of \$600.00.

TOT LOT SAND

The Board reviewed the proposal submitted by Park West Landscape to rototill all the sand in the playground, including removal of trash, debris, and rake level sand at a cost of \$835.00.

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

**2023 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 deny the proposal.

**PROPOSED
CHANGES TO
HICKS CANYON
STREET**

The Board reviewed an email and map submitted by the city of Irvine regarding a proposed change to the street along Hicks Canyon. The city is asking for any comments the Board may have regarding the proposed changes.

The proposed striping changes will result in one 11' travel lane in each direction, a 10' center two-way left-turn lane, and an 8' bike lane in each direction between Yale and Alba.

Due to the addition of bike lanes on this segment, parking will no longer be allowed. Bike lanes are only proposed on one side of the street between Alba and Sonrisa E. There are no proposed bike lanes between Sonrisa E and the easterly end of the road, and the existing parking restriction on that roadway section is proposed to be removed.

In summary, after the project is implemented, parking would only be allowed on Hicks Canyon: 1.) on the north side of the street between Sonrisa E and the easterly end of the road, and 2.) on the south side of the street between Alba and the easterly end of the road.

A motion was made, seconded, and carried unanimously to ask Don Flick to send an eblast out to the membership regarding this matter.

**GARAGE SALE /
HOME TOUR /
DUMPSTERS**

The Board discussed a possible date to hold a community-wide Garage Sale, Home Tour and the possibility of renting one or more dumpsters for spring cleaning. **No motions were made.**

NEXT MEETING

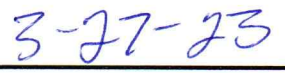
The next Board of Directors Meeting is currently scheduled for Tuesday, March 14, 2023 at 5 Redonda and via Zoom teleconference. The Executive Session Meeting to begin at 6:30 PM and the General Session Meeting immediately following, or by 7:00 PM.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting adjourned at 7:53 PM.

ATTEST:


Board Member Signature


Date