## CANYON CREEK HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING March 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 5 Redonda and via Zoom teleconference on March 14, 2023.

#### **ATTENDANCE**

**Directors Present:** Ken Fairbanks, President

Ann Marie Simmons, Vice President

Carlos Martinez, Treasurer Greg Smith, Member at Large

Absent: Kimber Elston, Secretary

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

Jeri Chinarian, Sam Chinarian and Eddy Amin, Social 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 three (3) 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 February 14, 2023, regular session meeting, as presented.

A motion was made, seconded, and carried unanimously to approve the Minutes from the February 8, 2022 annual meeting, as presented.

A motion was made, seconded, and carried unanimously to approve the Minutes from the February 14, 2022, organizational meeting, as corrected.

# TREASURER'S REPORT

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

### A. February 28, 2023 - Bank Balances

Operating Account	\$92,443.93
Reserve Account	
Outstanding aging	

A motion was made, seconded, and carried unanimously to approve the Treasurer's reports for February 28, 2023.

Canyon Creek Homeowners Association Regular Session Meeting Minutes March 14, 2023 Page 2 of 4

INVESTMENT
MATURITY DATES

None this period

**DELINQUENCY REPORT** 

LIEN None this month

**AUTHORIZATIONS** 

Account Number Parcel Number

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 April: Annual Spring Egg Hunt, Mail Approved Audit to Homeowners, Mail Pool Rules "No Tolerance" Memo & Pool Rules (send out email blast), Complete perimeter fence check, PRUNE FICUS, Tree Trimming – Eucalyptus Blue Gum, Canary Pine, Eucalyptus Citriodora, Ficus, Camphor, Liquid Amber, Sycamore, Queen Palms, Best Pool Contract Renewal 5/5, Begin Summer mow schedule, once per week.

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.

COMMUNITY FACILITIES COMMITTEE **Chairperson: Ken Fairbanks** 

- 1. Discussed the lights at the tennis court. A proposal is pending for this.
- 2. Discussed common area keys for the Board Members

No motions were made.

GOVERNANCE AND GUIDELINES COMMITTEE

### **Governance and Guidelines Committee** - Chairperson: Don Flick

- 1. **Owner Communication** The Board reviewed the email submitted by Gary Brenkman regarding the way in which the Association communicates with the homeowners. **No motions were made.**
- 2. **Updated Rules and Resident Handbook** Review of the proposed cover letter to be sent with the revised Rules, Architectural Guidelines and Resident Handbook for the required 28-day Owner comment period.

A motion was made, seconded, and carried unanimously to send the revised Rules, Architectural Guidelines and Resident Handbook to the homeowners for the required 28-day Owner comment period.

Canyon Creek Homeowners Association Regular Session Meeting Minutes March 14, 2023 Page 3 of 4

# LANDSCAPE COMMITTEE

## <u>Landscape Committee</u> – Chairperson: Ginny Davenport

- 1. Landscape Committee Report Review
- 2. Park West Punch List and Weekly Landscape Reports
- 3. Landscape Proposals:
  - a. Three Year Tree trimming 2023 trimming work at a cost of \$5.984.00.

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

- b. **Controller** #3 The Board reviewed proposals submitted by Park West to replace the failed controller. There are two options:
  - Replace Controller #3 (WeatherTrak Pro2) with (1) WeatherTrak LC Controller @ \$3,690.19
  - Replace the current WeatherTrak Pro2 Controller with a Rain Bird ESP-LXME2P with Master Valve and Flow Sensor capability @ \$1,837.94

A motion was made, seconded, and carried unanimously to replace Controller #3 with a WeatherTrak LC 12 Station Smart Controller at a cost of \$3,690.1919. To be coded to the Irrigation Reserve fund.

c. **Smart Irrigation Controllers along Hicks Canyon** – The Board reviewed 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.

A motion was made, seconded, and carried unanimously to table discussion pending clarification as to whether any of the controllers are located between Hicks Canyon (at Yale) up to the West (primary) gate. If yes, ask Park West to provide a revised proposal to exclude the controller(s) in that area.

d. **Additional Turf Removal bids** - The Board reviewed proposals submitted by Park West to remove and replace the turf near the newly renovated planters and install new irrigation system. The total cost for both proposals would be \$34,496.70.

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

e. **Tree removal and Install** - The Board reviewed the proposal submitted by Park West to replace the Liquidambar tree after the removal and stump grinder with one 24" Box Crape Myrtle tree adjacent to 20 Vispera Street at a cost of \$430.00.

A motion was made, seconded, and carried unanimously to approve the tree removal and Install proposal at a cost of \$430.00.

Canyon Creek Homeowners Association Regular Session Meeting Minutes March 14, 2023 Page 4 of 4

POOL / LANDSCAPE RENOVATION COMMITTEE **Chairperson: Board**No items for this period

SOCIAL COMMITTEE

Chairpersons: Jeri and Sam Chinarian

1. The Board met with Jeri and Sam Chinarian and Eddy Amin of the Social Committee to discuss roles and responsibilities. The Board also discussed the 2023 social event calendar and the anticipated budget numbers for the events. The budget for 2023 is \$4,000.00. The Board proposed a limit of \$150.00 budget for the easter event, \$2,500 for the Summer BBQ/Pool Re-Opening event and \$1,100 for the Halloween event. No motions were made.

WELCOMING COMMITTEE Chairperson: Don Flick

- 1. There was one (1) new homeowner in month of February:
  - 9 Trovita

### No motions were made.

### **OLD BUSINESS:**

None this period

**NEW BUSINESS** 

2024 ELECTION SERVICES

The Board reviewed a proposal submitted by Accurate Voting to provide election services for the 2024 annual election at a cost of \$690.40 plus expenses (e.g. meeting attendance and ballot mail out with election rules). It was noted that the Association paid a total of \$1,197.12 for election services in 2023.

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

1 PUERTO – VARIOUS REQUESTS The Board reviewed the email submitted by the homeowner at this address, who is requesting various landscape and pest control services from the Association. **No motions were made.** 

**NEXT MEETING** 

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, April 11, 2023, 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 8:22 PM.

Rember Elston

Date

**Board Member Signature**