

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
July 11, 2023**

**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 5 Redonda and via Zoom teleconference on July 11, 2023.
<b>ATTENDANCE</b>	<p><b>Directors Present:</b> Ken Fairbanks, President Ann Marie Simmons, Vice President Carlos Martinez, Treasurer Kimber Elston, Secretary</p> <p><i>Absent:</i> Greg Smith, Member at Large</p> <p><b>Representing Mgmt:</b> Jamie Hackwith, CMCA, AMS, PCAM</p>
<b>CALL TO ORDER</b>	A quorum was present, and President, Ken Fairbanks, called the meeting to order at 7:00 PM.
<b>GUESTS AND COMMITTEE CHAIRPERSONS PRESENT</b>	There were no committee members or 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 during the homeowner forum period.
<b>MINUTES</b>	<i>A motion was made, seconded, and carried unanimously to approve the Minutes from the June 13, 2023, regular session meeting, as presented.</i>
<b>TREASURER'S REPORT</b>	<p>The Board reviewed the un-audited financial statement prepared by Management:</p> <p><b>A. <u>May 31, 2023 – Bank Balances</u></b> Unfortunately, due to formatting issues with the new management software, the financial report for May 2023 could not be prepared in time for inclusion in the directors' report.</p> <p><i>A motion was made, seconded, and carried unanimously to table the Treasurer's reports for May 31, 2023.</i></p>
<b>INVESTMENT MATURITY DATES</b>	None this period

**DELINQUENCY REPORT**

**LIEN** None this month

**AUTHORIZATIONS**

<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 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 was present**  
1. The Board reviewed the Architectural Progress Report. **No motions were made.**

**COMMUNITY FACILITIES COMMITTEE** **Chairperson: Ken Fairbanks**  
1. Discussed the Mailboxes **No motions were made.**

**GOVERNANCE AND GUIDELINES COMMITTEE** **Chairperson: Don Flick**  
There were no items submitted for this period

**LANDSCAPE COMMITTEE** **Landscape Committee – Chairperson: Ginny Davenport**  
1. Park West – Punch List and Weekly Landscape Reports  
2. Park West Proposal #107252 to address bare planter areas by filling them with new plants and replenishing soil. Additionally, there is a need to replace a few damaged or missing plants on the north side near Ramada cul-de-sac at a cost of \$3,229.00. Monarch Environmental and the Landscape Committee recommend approval of this estimate.  
***A motion was made, seconded, and carried unanimously to approve the proposal. Code to GL #3350 (Landscape Replacement Reserve fund).***  
3. Turf Removal Rebate – The Board discussed which GL account the funds shall be allocated to.  
***A motion was made, seconded, and carried unanimously to move the funds to GL account 3350 (Landscape Replacement Reserve fund).***

**POOL / LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: The Board**

1. **Barbecue Replacement** - The Board reviewed the proposal submitted by Aquapure to install a new barbecue at the pool area at a cost of \$9,000.00.

*A motion was made, seconded, and carried unanimously to table discussion pending review of a proposal pending from Scott Woodland Construction.*

2. **Aquapure Pools** – The Board discussed the meeting summary prepared by Ken Fairbanks based on the recent on-site meeting with director Greg Smith and Tim Rolfer of Aquapure Pools. The summary primarily addressed the concerns raised by the Board regarding Aquapure's completed work and the pending payment of invoices. The Board deliberated on the removal of the barbecues, as well as the progress made on tasks such as tile and paver work, pool plastering, and the replacement of the pool/spa lights.

*A motion was made, seconded, and carried unanimously to give Ken Fairbanks the authority to discuss the various issues involving Aquapure with Robert DeNichilo (attorney) and ask him to issue a letter to Aquapure as soon as possible.*

*A motion was made, seconded, and carried unanimously to grant Ken Fairbanks the authorization to engage in discussions regarding the multiple concerns concerning Aquapure with Robert DeNichilo, the HOA's attorney, and to request that he send a letter to Aquapure, promptly.*

3. **Hot Water Heater** – The Board discussed the water heater responsible for providing hot water to the bathroom sinks and shower. It was observed that the water temperature is no longer sufficiently hot, suggesting that the water heater might have surpassed its expected lifespan and might require replacement..

*A motion was made, seconded, and carried unanimously to give Ken Fairbanks authorization up to \$5,000 to replace the water heater, if needed.*

**SOCIAL  
COMMITTEE**

**Chairperson: Open**

1. Resignation – The Board reviewed the email submitted by Eddy Amin. Eddie has decided to step down from the Social Committee, allowing interested neighbors to participate and potentially lead the committee.

*A motion was made, seconded, and carried unanimously to accept Mr. Armin's resignation and ask Don Flick to send an eblast out, asking for additional volunteers to serve on the Social Committee.*

**WELCOMING  
COMMITTEE**

**Chairperson: Don Flick**

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

**OLD BUSINESS:**

**PERIMETER FENCE  
REPAIR &  
REPAINTING**

The Board reviewed the revised proposal submitted by Fence Menders to repair, repaint, and replace various components of the perimeter iron fence and gates in different areas of the property. The repairs include fixing damaged posts, rails, pickets, and hinges, as well as replacing fence panels. Additionally, the proposal includes the preparation, spot priming, and painting of the ornamental iron gates and fencing. The total cost for completing all the proposed work is \$46,636.00.

***A motion was made, seconded, and carried unanimously to approve the proposal up to \$46,636.00. Carlos will work with Fence Menders on this project. To be coded to the Fencing and Gate Replacement Reserve fund.***

**NEW BUSINESS**

**IDR & ADR  
POLICIES**

The Board reviewed the draft Summary of Internal Dispute Resolution Process and Alternative Dispute Resolution procedures submitted by Nordberg DeNichilo.

***A motion was made, seconded, and carried unanimously to approve the draft policies to be sent to the membership for a 28-day comment period.***

**TREE REMOVAL  
NOTIFICATION  
FROM SONRISA  
OWNERS (HICKS  
CANYON)**

The board reviewed correspondence submitted by six (6) homeowners on Sonrisa, noting their intention to remove several pine trees located behind the homes along Hicks Canyon.

***A motion was made, seconded, and carried to ask Robert DeNichilo for a legal opinion. Ken Fairbanks and Ann Marie Simmons abstained.***

**RESERVE STUDY  
(R0) JUNE 12, 2023**

The Board reviewed the draft Reserve Study dated June 12, 2023, completed by Association Reserves. Per the Reserve Analyst, the Association shall be 74.3% funded as of January 1, 2024, and is recommending that the Association increase your Reserve contributions from the current \$9,500 per month, to \$10,400 in 2024 (about a \$900 per month increase in 2024).

***A motion was made, seconded, and carried unanimously to table discussion until the August 8, 2023 meeting.***

**HOLIDAY  
LIGHTING  
PROPOSAL**

The Board reviewed proposal submitted by California Christmas (\$2,675) to provide holiday lighting at the front entrances and trees located at the corner monument sign. It was noted that the Association paid \$2,650 in 2022.

***A motion was made, seconded, and carried unanimously to approve the proposal contingent on Ken Fairbanks does not find a better alternative by July 18, 2023.***

**TENNIS COURT –  
LED LIGHTING  
CONVERSION  
PROPOSAL**

The Board reviewed proposal submitted by ProTek Electrical & Lighting to replace all sixteen tennis court lights with LED fixtures at a cost of \$16,387.84.00. Per ProTek, the governor will be passing a law banning all but LED light fixtures in the coming year or so.

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

**LOT SPLITTING  
BILL**

The Board reviewed the article from Racheal Solomon and Robert DeNichilo of Nordberg | DeNichilo regarding Senate Bill 9, known as the "Lot Splitting Bill."

*A motion was made, seconded, and carried unanimously to ask Robert DeNichilo to confirm that the Association's CC&R's prohibit further subdivision of the lots.*

**NEXT MEETING**


The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, August 8, 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 8:21 PM.

**ATTEST:**

  
\_\_\_\_\_  
Board Member Signature

  
\_\_\_\_\_  
Date