

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 8, 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 8 Ramada and via Zoom teleconference on August 8, 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 There were ten (10) 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 ten (10) homeowners present and the issues were brought before the Board during the homeowner forum period:

- Tree Removal along Hicks Canyon
- Pool Renovation

MINUTES *A motion was made, seconded, and carried unanimously to approve the Minutes from the July 11, 2023, regular session meeting, as presented.*

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

A. May 31, 2023 – Bank Balances

Operating Account	\$72,184.95
Pac West Bank Checking Account.....	\$557.60
Reserve Account	\$744,078.27
Outstanding aging	\$3,927.00

A motion was made, seconded, and carried unanimously to table discussion of the financials pending the results of the discussion to be held between Carlos Martinez and the accounting department for Total Property Management regarding the June and July 2023 financial.

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 September: Review the Draft Budget, renew the Legal Retainer, 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 was present

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

**COMMUNITY
FACILITIES
COMMITTEE**

Chairperson: Ken Fairbanks

No items for this period

**GOVERNANCE AND
GUIDELINES
COMMITTEE**

Chairperson: Don Flick

No items for this period

**LANDSCAPE
COMMITTEE**

Landscape Committee – Chairperson: Ginny Davenport

1. Landscape Report (None submitted this month)
2. Park West – Punch List and Weekly Landscape Reports
3. Park West Proposal #107580 - Cut/remove/ the built-up dirt to clear the iron fence base and level the dirt before the final planting at a cost of \$1,020.00.

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

4. Park West Proposal #107372 - Extend the turf area on the first part of the green belt area at the corner of Sonrisa and Vispera at a cost of \$2,009.00. It was noted that Monarch Environmental and the Landscape Committee recommend approval of this estimate.

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

**LANDSCAPE
COMMITTEE**
continued...

5. Park West Proposal #CCH.014 - Complete end weight reduction structural correction services to the Brazilian Pepper tree located in the greenbelt behind the pool area at a cost of \$1,120.00.

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

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Board

1. Pool Steps – The Board discussed the need for a strip of paint along the steps.

A motion was made, seconded, and carried unanimously to give Kimber Elston authorization to have the work completed at a cost not to exceed \$1,000.00.

**SOCIAL
COMMITTEE**

Chairperson: Open

1. Committee Roster – The Board discussed possible appointments to the committee. As of the date of the report, no homeowners have responded to the Association’s request for volunteers. **No motions were made.**

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

New homeowners in month of July - 11 Vispera. **No motions were made.**

OLD BUSINESS:

**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). Management noted that the draft budget cannot be started until the Reserve Study has been approved by the Board.

A motion was made, seconded, and carried unanimously to table discussion until the September 12, 2023 meeting.

**LOT SPLITTING
BILL**

The Board reviewed the response submitted by Robert DeNichilo of Nordberg | DeNichilo regarding Senate Bill 9, known as the "Lot Splitting Bill." Per Mr. DeNichilo, the language noted in article 7.17 of the CC&R's prevents the splitting of a lot. As such, SB 9 is not an issue the Association needs to be concerned with. For reference, the article states: ***“No Resubdivision: No lot may be further resubdivided”*** **No motions were made.**

NEW BUSINESS

**AUDIT AND TAXES
FOR FYE 12/31/23**

The Board reviewed the proposal submitted by Inouye, Shively, Klatt & McCorvey to complete the audit and taxes for fiscal year ending December 31, 2023 at a cost of \$1,400.

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


NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, September 12, 2023, at 29 Sonrida, 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 8:25 PM.

ATTEST:



Board Member Signature



_____ Date