

**CANYON CREEK HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**September 12, 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 September 12, 2023.

**ATTENDANCE**

**Directors Present:** Ken Fairbanks, President  
Carlos Martinez, Treasurer  
Kimber Elston, Secretary  
Greg Smith, Member at Large

**Absent:** *Ann Marie Simmons, Vice President*

**Representing Mgmt:** Jamie Hackwith, CMCA, AMS, PCAM

**CALL TO ORDER**

A quorum was present, and President, Ken Fairbanks, called the meeting to order at 6:53 PM.

**GUESTS AND COMMITTEE CHAIRPERSONS PRESENT**

There were a total of eleven (11) 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 eleven (11) homeowners present and their issues were brought before the Board during the homeowner forum period:

- Tree Removals along Hicks Canyon
- Executive Committee
- Landscape
- HOA Meetings
- Agendas and minutes
- HOA Attorney and Management
- Backyards along Sonrisa and the Developer (Builder)
- Landscape Renovation
- Prior Special Assessment

**RESEATING OF OFFICER POSITIONS**

During the Board meeting, the composition of the Board was discussed. Carlos Martinez raised a request for the resignation of Ken Fairbanks, Greg Smith, and Ann Marie Simmons. In response, Ken Fairbanks declined to provide a response. Carlos then proposed the removal of these three Board Members from their positions. Ken Fairbanks objected, claiming that Carlos was acting out of order and declined to consider the request, but the conversation was cut short and per Ken, he was not able to provide clarification on his objection. **No motions were made.**

## MINUTES

*A motion was made, seconded, and carried unanimously to approve the Minutes from the August 8, 2023, regular session meeting, as presented.*

## TREASURER'S REPORT

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

### A. July 31, 2023 – Bank Balances

First Citizen's Operating Account.....	\$124,615.74
Pacific Western Checking .....	\$330.00
Reserve Account .....	\$772,572.24
Outstanding aging .....	\$2,013.00

*A motion was made, seconded, and carried unanimously to table the Treasurer's reports for July 31 and August 31, 2023.*

## INVESTMENT MATURITY DATES

None this period

## DELINQUENCY REPORT

### LIEN

None this month

### AUTHORIZATIONS

#### Account Number

None this month

#### Parcel Number

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 October: 15th – Pool Heat Off & Umbrellas Down, Budget Approval, Obtain Inspector of Elections Bids, Schedule Holiday Light Installation (proposals obtained in July), PRUNE FICUS, Tree Trimming – Podocarpus, Ficus, Carrotwood, Brazilian Pepper, Invite Insurance Companies to present options at the November meeting if requested by the Board. 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 recent plumbing issues at the pool area bathroom
2. Discussed the open gate. The Fire Department forgot to close it after their recent visit.

### GOVERNANCE AND GUIDELINES COMMITTEE

**Chairperson: Don Flick**

No items were presented this month

**LANDSCAPE  
COMMITTEE**

**Landscape Committee – Chairperson: Ginny Davenport**

1. Landscape Committee Report – Review
2. Monarch Report - Review
3. Park West – Punch List and Weekly Landscape Reports
4. Damaged Tree behind the Pool – The Board discussed the status of this tree.

**No motions were made regarding the above-noted items.**

5. 7 Sonrisa – The Board reviewed the request submitted by the Owner at this property to trim the Ficus tree encroaching his property. Management noted that a proposal was pending to complete the work.

***A motion was made, seconded, and carried unanimously to give the Landscape Committee authorization to have the tree branch encroaching onto the property removed.***

**POOL / LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: The Board**

No items were presented this month

**SOCIAL  
COMMITTEE**

**Chairperson: The Board**

1. Committee Appointments – The Board discussed possible appointments to the Committee.

***A motion was made, seconded, and carried unanimously to appoint Ruth Ann, Richard Zucker, Jackie Kopec and Shelly Armstrong to the Social Committee.***

**WELCOMING  
COMMITTEE**

**Chairperson: Don Flick**

There was one (1) new homeowner in month of August:

- 14 Trovita

**No motions were made.**

**OLD BUSINESS:**

**RESERVE STUDY  
(R1) AUG 31, 2023**

The Board reviewed the revised draft Reserve Study dated June 12, 2023, completed by Association Reserves. Per the Reserve Analyst, the Association shall be 72.9% 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 approve the reserve study as revised.***

**IDR AND ADR  
POLICIES**

The Board considered formal approval of the revised Summary of Internal Dispute Resolution (IDR) Process and Alternative Dispute Resolution (ADR) Procedures. It was noted that no homeowners provided comment on the proposed policies.

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

## **NEW BUSINESS**

### **POOL FENCING**

The Board reviewed the proposal submitted by Fence Menders to repair the damaged ornamental iron pool fencing, which includes repairing three 1½" posts, replacing approximately 16 feet of 1½" bottom rail, welding two areas of the top rail, replacing nineteen (19) 5/8" pickets, securing one tab, realigning three security pickets, spot priming at repair locations only, and disposing of old materials. The total cost for Item I is \$2,970. Additionally, they propose preparing, spot priming, and painting approximately 301 total linear feet of ornamental iron pool gate, fencing, and security extensions in black, with a total cost for Item II of \$5,180.

***Note:** If both options are approved, the total cost would be \$8,150.00. If approved, this would be coded to the Fence Replacement Reserve Fund.*

***A motion was made, seconded, and carried unanimously to approve the proposal (both options) at a total cost of \$8,150.00.***

### **SAFETY RAILINGS**

The Board discussed the approval of the proposal submitted by Best Pool Service to repair the pool safety railings at a cost of \$4,600.00.

***A motion was made, seconded, and carried unanimously to ratify the approval made via emergency email meeting. To be coded to the Fence Replacement Reserve Fund.***

### **LOSS CONTROL EVALUATION**

The Board reviewed the Loss Prevention Evaluation completed at the community on behalf of the Association's insurance carrier. The visit revealed a critical issue: rust buildup on the exterior components of the electrical panel, potentially due to excessive moisture. The evaluation specialist recommends the HOA hire an electrical contractor to assess the extent of moisture damage and repair or replace the electrical service systems to reduce the risk of fire.

***A motion was made, seconded, and carried to table discussion pending review of a proposal from Prettek Electric.***

### **BROADCAST MESSAGES**

The Board discussed the possibility of switching from eblasts to broadcast messages through Vantaca. It was noted that Management has asked Don Flick for a copy of the emails he has for the community eblasts. However, he has not been successful in getting them to me in a format that allows me to access them.

***A motion was made, seconded, and carried to table discussion until the October 10<sup>th</sup> meeting.***

### **ZOOM VS. PSYCHICAL (IN PERSON) HOA MEETINGS**

The Board reviewed the email submitted by management to Ken Fairbanks regarding the monthly meetings.

***A motion was made, seconded, and carried unanimously to continue to ensure inclusivity during monthly meetings by providing the option for individuals to participate either in person at a physical location or remotely via Zoom teleconference. The decision will be conveyed to homeowners.***

**NEXT MEETING**

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, October 10, 2023, at 35 Sonrisa, 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 8:31 PM.

**ATTEST:**



Board Member Signature



Date