

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 14, 2020

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 via teleconference on April 14, 2020. Listening access was made available to all homeowners.
ATTENDANCE	Directors Present: Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary David Melvold, Treasurer Ann Marie Simmons, Member at Large Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM
CALL TO ORDER	A quorum was present, and President, Don Flick, called the meeting to order at 7:29 PM
GUESTS AND COMMITTEE CHAIRPERSON PRESENT	Architectural Committee Chairperson: Shelley Armstrong was present There were no other homeowners in attendance for regular session.
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.
MINUTES	<i>A motion was made, seconded and carried unanimously to approve the Minutes from the March 10, 2020 regular session meeting, as presented.</i>
TREASURER'S REPORT	Due to bank access issues working remotely during the COVID-19 pandemic, the March financial was not available for review at the meeting. <i>A motion was made, seconded and carried unanimously to table the treasurer's reports for March 31, 2020 until the May 12, 2020 meeting.</i>
INVESTMENT MATURITY DATES	None this period.
FINANCIAL SERVICES	The Board discussed the status of the new account to be opened with Mutual of Omaha. David Melvold noted that the UBS account was closed, and the funds have been transferred to Mutual of Omaha. <i>A motion was made, seconded and carried unanimously to open two (2) new CDs in the amount of \$250,000 each for terms of four (4) months at the best possible rate.</i>
LIEN APPROVALS	None this month
FORECLOSURES	None this month

COMMITTEE REPORTS

40TH YEAR ANNIVERSARY

Chairperson: Ann Marie Simmons

1. The Board discussed the 40th year anniversary of the community. During the March 10, 2020 meeting, the Board moved to set a date of Saturday, August 8, 2020 for the event. However, Ann Marie reached out to the Social Committee and they stated a preference to hold the event on Friday, August 7, 2020. **No motions were made.**

ARCHITECTURAL COMMITTEE

Chairperson: Shelley Armstrong was present to speak to the Board.

1. The Board reviewed the Architectural Progress Report. **No motions were made.**
2. The Board reviewed the letter drafted by Shelley Armstrong regarding architectural applications and the processes to be used during the COVID-19 pandemic. **No motions were made.**
3. Notice of Completion (NOC) Forms – The Board discussed how to proceed with those homeowners who have completed approved modifications but have yet to complete and submit the NOS form to management. **No motions were made.**
4. The Board discussed the architectural application submitted by the homeowner at 1 Rincon. The application was denied by the Architectural Control Committee (ACC). **No motions were made.**
5. Construction Deposits and/or Fees – The Board reviewed an email from Gary Brenkman regarding the possibility of charging a fee (or deposit) for those Owners applying to complete large or extensive modifications. If approved, the fee could be used to hire an architect to review submitted plans and provide a recommendation to the Architectural Committee for approval or denial. **No motions were made.**

COMMUNITY FACILITIES COMMITTEE

Chairperson: Ken Fairbanks

1. Ken gave an update regarding the repairs to the tennis court nets. **No motions were made.**

LANDSCAPE COMMITTEE

Chairperson: Ginny Davenport was present to speak to the Board.

1. The Board reviewed the Landscape Committee Report submitted by Ginny Davenport. **No motions were made.**
2. Park West – The Board reviewed the punch list and weekly landscape reports. **No motions were made.**
3. Tot Lot – The Board discussed the proposal submitted by Park West Landscape to rototill the tot lot sand at a cost of \$495.00.

A motion was made, seconded and carried unanimously to table discussion until the May 12, 2020 meeting.

**LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Don Flick

1. The Board Reviewed two (2) proposals submitted by Park West:
 - Proposal dated 3/16/2020 to remove selected turf areas and replace with new plant material. Install a 5 ft wide DG path at the backside of the Tennis courts/Pool, and new drains along homeowner PL walls at a cost of 89,349.64.
 - Proposal dated 8/12/2019 for renovation of the Triangle Park and common area between Vispera and Redonda at a cost of \$72,570.97.

A motion was made, seconded and carried unanimously to table discussion until Ginny Davenport (Landscape Committee Chair) has an opportunity to discuss the proposals with Park West Landscape and make a recommendation to the Board of Directors.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian

There were no items brought before the Board this month

**STRATEGIC
PLANNING
COMMITTEE**

Chairperson: John Davenport

1. The Board reviewed the response from David Melvold to the committee and questions they had raised in the February 7, 2020 email regarding the committee's roles and responsibilities. **No motions were made.**

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

There were no new homeowner in month of March. **No motions were made.**

DISCUSSION ITEMS:

**SURVEILLANCE
CAMERA POLICY**

The Board reviewed an email submitted by Robert DeNichilo regarding the proposed Surveillance Camera Policy.

A motion was made, seconded and carried unanimously to table discussion until the May 12, 2020 meeting.

PRIVACY HEDGE

The Board discussed the privacy hedge and the understanding made with the Irvine Company regarding the installation of the hedge. David Melvold noted that the Irvine Company no longer owns the property and that it was being maintained by the Master Association.

A motion was made, seconded and carried unanimously to close the matter.

NEW BUSINESS

RESERVE STUDY

The Board reviewed proposals submitted by Association Reserves (\$690.00) and Advanced Reserve Solutions (\$700) to update the Reserve Study in 2020. Management noted that an update with site visit was completed in 2019 and that a computer update with no visit is due for 2020 and 2021.

A motion was made, seconded and carried unanimously to approve the proposal submitted by Advanced Reserve Solutions to complete the update without the site visit at a cost not to exceed \$600.00 on the condition that Advanced Reserve Solutions provides one revision at no charge and provides a clear deadline for revisions to be submitted by Total Property Management.

**MAINTENANCE
RESPONSIBILITY
(WALLS)**

The Board reviewed the email submitted by David Melvold regarding responsibility for the maintenance of the variously located walls and the extent of authority over the wall itself. **No motions were made.**

**RULES
ENFORCEMENT
POLICY AND FINES**

The Board reviewed the current Rules Enforcement Policy and Fines. **No motions were made.**

**COVID-19 -
EMERGENCY
RESPONSE
AUTHORITY AND
CASH FLOW
PLANNING**

The Board reviewed correspondence from Beverly Allen, CEO of Total Property Management regarding the COV-19 pandemic, emergency response authority and cash flow planning. **No motions were made.**

**OTHER MATTERS
RELATING TO THE
COVID-19
EMERGENCY**

The Board discussed other matters relating to the COVID-19 emergency. **No motions were made.**

NEXT MEETING

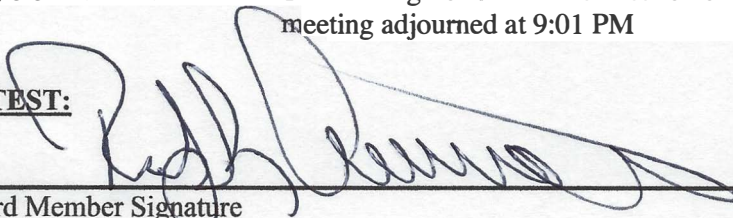
The next Board of Directors Meeting is currently scheduled for Tuesday, May 12, 2020 at 13 Ramada, Irvine, CA. Executive Session Meeting to begin at 6:30 PM, with the General Session Meeting immediately following or by 7:00 PM.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting adjourned at 9:01 PM

ATTEST:

Board Member Signature



Date

5/13/20