

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 9, 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 June 9, 2020.
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 7:13 PM
GUESTS AND COMMITTEE CHAIRPERSON PRESENT	There were no guests, committee members or 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 to approve the Minutes from the May 12, 2020 regular session meeting, as revised (Nay, D. Melvold).</i>
TREASURER'S REPORT	The Board reviewed the un-audited financial statement prepared by Management: A. <u>May 31, 2020 – Bank Balances:</u> Operating Account\$115,629.14 Reserve Account\$618,065.33 Outstanding aging\$4,488.00 <i>A motion was made, seconded and carried unanimously to approve the treasurer's reports for May 31, 2020.</i>
INVESTMENT MATURITY DATES	None this period.
FINANCIAL SERVICES	The Board discussed the Mutual of Omaha account. <i>A motion was made, seconded and carried unanimously to invest \$500,000 into two (2) \$250,000 CD's for terms of 12-months each 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. August 8, 2020 celebration event. Per Ann Marie, the Social Committee decided that Friday, August 7, 2020 would be a better date to hold the event. However, the Board agreed that it would be better to hold off on the celebration event until 2021. **No motions were made.**
2. Signage – The Committee asked the Board for \$300.00 to fabricate and post signs at various locations acknowledging the Association’s 40th year anniversary.

A motion was made, seconded and carried unanimously to authorize up to \$300.00 for these signs.

**ARCHITECTURAL
COMMITTEE**

Chairperson: Shelley Armstrong

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

**COMMUNITY
FACILITIES
COMMITTEE**

Chairperson: Ken Fairbanks

There were no items brought before the Board this month

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Park West – Punch list and weekly landscape reports. **No motions were made.**

**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. Per Don, the architect at Park West Landscape discussed a possible need to revise the proposal.
 - 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 to the July 14, 2020 meeting.

**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 May 20, 2020 report submitted by the Strategic Planning Committee. During the May 12, 2020 meeting, the Board asked the Strategic Planning Committee to review the two landscape renovation bids and the pool facilities bid in terms of Financing and Implementation & timing of the projects and then provide “comments and recommendations” for Board review and consideration. **No motions were made.**

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

DISCUSSION ITEMS:

RESERVE STUDY

The Board reviewed the update to the reserve study (Version 1) as completed by ARS. As of January 1, 2021, ARS anticipates the Association shall be 74.76% funded. ARS is recommending the Association budget \$8,208.33 per month in 2021 for reserves. The Association currently budgets \$8,000.00 per month for 2020.

A motion was made, seconded and carried unanimously to table discussion until the July 14, 2020 meeting.

**INSURANCE
COVERAGE FOR
BOARD MEMBERS
& HOMEOWNER
VOLUNTEERS**

The Board discussed insurance coverage for board members and homeowner volunteers. **No motions were made.**

**ASSOCIATION’S USE
OF ASSOCIATION
SURVEILLANCE
CAMERAS**

The Board reviewed the final copy of the internal Board policy regarding Association’s Use of Association Surveillance Cameras. **No motions were made.**

**35 SONRISA – TREE
REMOVAL
REQUEST**

The Board discussed correspondence submitted by the Owner at this address. The Owner is requesting removal of two (2) trees located behind the home on Hicks Canyon due to allergies.

A motion was made, seconded and carried to table discussion and ask Robert DeNichilo to review the CC&R’s and any other pertinent documents in relation to the ownership and maintenance responsibility of the land located behind the homes on Sonrisa between the west gate to the area at the corner of Hicks Canyon and Yale (Ann Marie Simmons abstained).

NEW BUSINESS

**STREETS – SLURRY
SEAL**

The Board discussed the current state of the streets and the current schedule for slurry seal. According to the Reserve Study, the seal coat was completed in 2018 and has a useful life of four (4) years. The work is due to be completed again in 2022. **No motions were made.**

**POOL AREA AND
COVID-19**

The Board reviewed various correspondence and any other information provided regarding the possible reopening of the pool facilities during the COVID-19 pandemic.

A motion was made, seconded and carried unanimously to table discussion to the July 14, 2020 meeting.

**POLICY AND
PROCEDURE INDEX**

The Board discussed the Policy and Procedure Index and the policy regarding owner communications.

A motion was made, seconded and carried unanimously to create the following policy:

“When the Board receives a request in writing from a homeowner, a response letter is to be sent to the homeowner acknowledging receipt of the request and stating the Board’s decision and/or disposition on the request as long as it doesn’t violate any law.”

NEXT MEETING

The next Board of Directors Meeting is currently scheduled for Tuesday, July 14, 2020 at 29 Sonrisa, Irvine, CA. Executive Session Meeting to begin at 6:00 PM, with the annual election starting at 6:30 PM and 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:

APPROVED AT THE JULY 14, 2020 MEETING

Board Member Signature

Date