

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 9, 2021**

REGULAR SESSION MINUTES

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| 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 Zoom teleconference on February 9, 2021. |
| ATTENDANCE | Directors Present: Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary Carlos Martinez, 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 7:03 PM. |
| ORGANIZATIONAL | The Board conducted an Organizational meeting. <i>A Motion was made, seconded and carried unanimously to appoint the following positions.</i> <i>President – Don Flick</i> <i>Vice President – Ken Fairbanks</i> <i>Treasurer – Carlos Martinez</i> <i>Secretary – Ralph Annunziata</i> <i>M.A.L - Ann Marie Simmons</i> |
| GUESTS AND COMMITTEE CHAIRPERSON PRESENT | There were no 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 no homeowners present and no issues were brought before the Board. |
| MINUTES | <i>A motion was made, seconded and carried to approve the Minutes from the January 12, 2021 regular session meeting, as presented.</i> |
| TREASURER’S REPORT | The Board reviewed the un-audited financial statement prepared by Management: A. <u>January 31, 2021 – Bank Balances</u> Operating Account\$128,487.44 Reserve Account\$668,275.01 Outstanding aging\$2,165.00 <i>A motion was made, seconded and carried unanimously to accept the treasurer’s reports for January 31, 2021.</i> |

INVESTMENT MATURITY DATES None this period

DELINQUENCY REPORT

LIEN APPROVALS None this month

FORECLOSURES None this month

ANNUAL CALENDAR

REVIEW OF THE ANNUAL CALENDAR The Board reviewed the annual calendar and discussed upcoming items of business. Carlos Martinez shall work with management to update the annual calendar as needed. **No motions were made.**

COMMITTEE REPORTS

40TH YEAR ANNIVERSARY **Chairperson: Ann Marie Simmons**
There were no items brought before the Board this month

ARCHITECTURAL COMMITTEE **Chairperson: Shelley Armstrong**
1. The Board reviewed the Architectural Progress Report.
No motions were made.

COMMUNITY FACILITIES COMMITTEE **Chairperson: Ken Fairbanks**
1. Front Gate Touchscreen - The Board discussed the message displayed on the gate touchscreen and ideas for perhaps displaying resident artwork or messages of hope (positive messaging). **No motions were made.**
2. Signs - The Board reviewed information sent from Ken regarding the new signage.
A motion was made, seconded and carried unanimously to purchase four (4) signs at an added cost of \$500.00.
3. Mailboxes - Ken noted that a few of the mailbox hinges have started to fail. **No motions were made.**
4. Pool Service - Discussed the winter pool service. Personal Touch had switched to their (otherwise) normal winter schedule, not realizing that the Board moved to keep the pool and spa heat on throughout the winter. They are back to servicing the pool area once daily. **No motions were made.**

LANDSCAPE COMMITTEE **Chairperson: Ginny Davenport**
1. Park West – Punch list and weekly landscape reports. **No motions were made.**
2. Landscape Bids – The Board reviewed the following proposals submitted by Park West Landscape:
a. Remove the declining Brazilian Pepper located behind the pool @ \$1,040.00.

**LANDSCAPE
COMMITTEE**
continued...

A motion was made, seconded and carried unanimously to table discussion and ask Park West Landscape to revise the bid and include stump grinding of the tree.

- b. Install mulch in the planters on both entrances at Sonrisa west and Sonrisa east @ \$520.00.
- c. Install mulch throughout inside all the pool Landscape planters @ \$520.00.

- d. The Board also reviewed the Landscape Committee recommendations related to the mulching Bids

A motion was made, seconded and carried unanimously to table discussion until after the rainy season.

- e. Spring 2021 Dethatching of the turf @ \$3,815.00
- f. Fall 2021 Dethatch & Overseed of the turf @ \$8,175.00
- g. The Board also reviewed the Landscape Committee recommendations related to the dethatch Bids

A motion was made, seconded and carried unanimously to table discussion pending review of a revised proposal at the March meeting.

- h. Approved 2021 Tree trimming bid (Review only). **No motions were made.**

**LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Don Flick

- 1. The Board Reviewed two (2) proposals submitted by Park West:
 - a. Revised Park West Landscape proposal dated 9/11/2020 - Remove the existing turf, retrofit irrigation, install plant material and trees, install new sod in 2 locations in the greenbelt area between Redonda and Trovita at a cost of \$72,734.65.
 - b. Revised proposal dated 9/22/2020 - Remove selected turf areas and replace with new plant material. Install new drains along homeowner property line walls at a cost of \$60,392.05.

A motion was made, seconded and carried unanimously to schedule a special meeting for the purpose of discussing the project.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian.

There were no items brought before the Board this month

**40-YEAR
STRATEGIC
PLANNING
COMMITTEE**

Chairperson: John Davenport

There were no items brought before the Board this month

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

DISCUSSION ITEMS:

OLD BUSINESS

None this month

NEW BUSINESS

**INSURANCE
RENEWAL**

The Board reviewed the renewal quotes submitted by Armstrong/Robitaille/Riegle (\$5,767.00) and The DiNino Insurance Agency (Farmers) (\$6,432) to provide insurance coverage to the Association through March 4, 2022.

A motion was made, seconded and carried unanimously to table discussion and schedule an emergency meeting by no later than March 1, 2021 to approve a renewal quote.

**EARTHQUAKE
INSURANCE**

The Board reviewed various emails submitted by Carlos Martinez, Ken Fairbanks and Charlotte Benard (Account Manager) at Armstrong/Robitaille/Riegle regarding earthquake insurance. Management is awaiting a proposal from Armstrong/Robitaille/Riegle to provide earthquake coverage for the common areas. **No motions were made.**

**2021 WINTER
CLEANING**

The Board reviewed an unsolicited proposal submitted by Personal Touch Cleaning to complete various deep cleaning services within the pool and tennis court areas.

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

**NEW OWNER -
COMMENTS ON
BUDGET**

The Board reviewed an email submitted by a new homeowner regarding the budget. **No motions were made.**

**COVID-19 UPDATE
& DISCUSSION**

The Board discussed the current state of the COVID-19 pandemic.

A motion was made, seconded and carried unanimously to ask Personal Touch Cleaning & Maintenance to go back to servicing the common facilities two (2) days per week, effective immediately.

NEXT MEETING

The next Board of Directors Meeting is currently scheduled for Tuesday, March 9, 2021 via Zoom teleconference. The Executive Session Meeting to begin 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 8:04 PM.

ATTEST:

Board Member Signature

Date

3/13/21