

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

**REGULAR SESSION MINUTES**

<b>NOTICE OF MEETING</b>	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 March 9, 2021.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary Carlos Martinez, Treasurer Ann Marie Simmons, Member at Large  <b>Representing Mgmt:</b> Jamie Hackwith, CMCA, AMS, PCAM
<b>CALL TO ORDER</b>	A quorum was present, and President, Don Flick, called the meeting to order at 7:01 PM.
<b>GUESTS AND COMMITTEE CHAIRPERSON PRESENT</b>	Ginny Davenport, Landscape Committee Chair John Davenport, 40-Year Strategic Planning Committee There were no other homeowners in attendance
<b>EXECUTIVE SESSION DISCLOSURE</b>	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.
<b>HOMEOWNER FORUM</b>	There were no homeowner present at the meeting and no items brought before the Board during homeowner forum.
<b>MINUTES</b>	<i>A motion was made, seconded and carried unanimously to approve the Minutes from the February 9, 2021 regular session meeting, as presented.</i>  <i>A motion was made, seconded and carried unanimously to approve the Minutes from the February 25, 2021 regular session meeting, as presented.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the un-audited financial statement prepared by Management:  <b>A. <u>February 28, 2021 – Bank Balances</u></b> Operating Account .....\$122,879.78 Reserve Account .....\$677,007.47 Outstanding aging .....\$2,835.00  <i>A motion was made, seconded and carried unanimously to accept the treasurer's reports for February 28, 2021.</i>
<b>INVESTMENT MATURITY DATES</b>	None this period

**BANKING UPDATE** The Board reviewed the correspondence submitted between Carlos Martinez and Tony De Leon, accounting manager at Total Property Management.

*A motion was made, seconded and carried unanimously to close out Pacific Western Bank account 0031209110 and move the funds to the CIT Bank Money Market account.*

**DELINQUENCY REPORT**

**LIEN APPROVALS** The Board reviewed various accounts due for liens:

<u>Account Number</u>	<u>Parcel Number</u>
T116-00021-05	530-083-24
T116-00072-04	530-152-09

*A motion was made, seconded and carried to table discussion of the lien against T116-00072-04 pending review of additional information at the April 13, 2021 meeting.*

*A motion was made, seconded and carried unanimously to proceed with a lien against account T116-00021-05.*

**FORECLOSURES** None this month

**ANNUAL CALENDAR**

**REVIEW OF THE ANNUAL CALENDAR** The Board reviewed the annual calendar and discuss upcoming items of business. During the February meeting. Carlos Martinez agreed to work with management to update the annual calendar. **No motions were made.**

**COMMITTEE REPORTS**

**40<sup>TH</sup> YEAR ANNIVERSARY**

- Chairperson: Ann Marie Simmons**
1. An update was provided to the Board. Per Ann Marie Simmons, the community may be able to hold a celebratory event after all.
  2. The Board discussed the possible purchase of T-Shirts. Ralph Annunziata is working on some designs.

**No motions were made.**

**ARCHITECTURAL COMMITTEE**

- Chairperson: Shelley Armstrong**
1. The Board reviewed the Architectural Progress Report.

**No motions were made.**

**COMMUNITY FACILITIES COMMITTEE**

- Chairperson: Ken Fairbanks**
1. Sign Update - Ken Fairbanks noted that the pool and tennis court signs should be completed by the end of March

**No motions were made.**

**LANDSCAPE  
COMMITTEE**

**Chairperson: Ginny Davenport was present at the meeting.**

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. Revised bid to remove the declining Brazilian Pepper located behind the pool and stump grind @ \$1,390.00
  - b. Revised bid for Spring 2021 Dethatching of the turf @ \$2,625.00
  - c. Fall 2021 Dethatch & Overseed of the turf @ \$8,175.00
  - d. Revised bid to install mulch in the planters on both entrances at Sonrisa west and Sonrisa east @ \$540.00.
  - e. Revised bid to install mulch throughout inside all the pool Landscape planters @ \$540.00.

*A motion was made, seconded and carried unanimously to table discussion of all of the above-noted proposals until the April 13, 2021 meeting.*

**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 table discussion until the April 13, 2021 meeting.*

**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 was present at the meeting**

1. The Board discussed finalizing the 40-Year Renovation Cost Analysis.
2. The board discussed a proposal, which is pending to complete concrete work.
3. The Board discussed the possibility of scheduling an additional meeting for the purpose of continuing the discussion.

**No motions were made.**

**WELCOMING  
COMMITTEE**

**Chairperson: Don Flick**

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

**DISCUSSION ITEMS:**

**PICKLEBALL**

The Board reviewed screenshots taken of the NextDoor website from Jim Shute (Homeowner) regarding the possibility of installing a pickleball court at the tennis court area.

*A motion was made, seconded and carried unanimously to ask Jim Shute and Larry Kroll to work together to prepare a proposal for the costs involved to install temporary pickleball court lines, purchase a portable net and provide proposed pickleball rules. The two homeowners shall be asked to provide a presentation to the Board for consideration at the April 13, 2021 meeting.*

**NEW BUSINESS**

**DRAFT AUDIT FOR  
FYE 12/31/2019**

The Board discussed approval of the draft audit for FYE December 31, 2020 as prepared by VanDerPol and Company.

*A motion was made, seconded and carried unanimously to table discussion until the April 13, 2021 meeting.*

**EARTHQUAKE  
INSURANCE**

The Board reviewed the proposal submitted by Armstrong / Robitaille /Riegle to provide earthquake insurance coverage for the common areas at a cost of \$2,210.00.

*A motion was made, seconded and carried unanimously to table discussion pending review of a proposal from a carrier licensed by the state of California to provide coverage.*

**2022 ELECTION  
SERVICES**

The Board reviewed a proposal submitted by Accurate Voting to provide election services for the 2022 annual election at a cost of \$627.60 plus expenses (e.g. meeting attendance and ballot mail out with election rules).

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

**RESERVE STUDY**

The Board reviewed proposals submitted by Advanced Reserve Solutions and Association Reserves to provide the Reserve Study in 2021.

*A motion was made, seconded and carried unanimously to table discussion pending review of two additional proposals at the April 13, 2021 meeting.*

**COVID-19 UPDATE  
AND DISCUSSION**

The Board discussed the current state of the COVID-19 pandemic. **No motions were made.**

**NEXT MEETING**

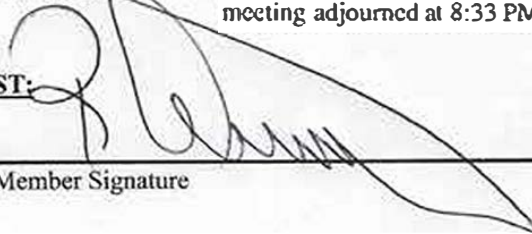
The next Board of Directors Meeting is currently scheduled for Tuesday, April 13, 2021 via Zoom teleconference. The Executive Session Meeting to begin at 6:30 PM and the General Session Meeting immediately following, or by 7:00 PM.

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 8:33 PM.

**ATTEST:**

Board Member Signature



4/30/21  
Date