

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 14, 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 at 29 Sonrisa and via Zoom teleconference on September 14, 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 6:59 PM.
<b>GUESTS AND COMMITTEE CHAIRPERSON PRESENT</b>	Ginny Davenport, Landscape Committee Chair 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 homeowners present and no issues were brought before the Board.
<b>MINUTES</b>	<i>A motion was made, seconded, and carried unanimously to approve the Minutes from the August 10, 2021 regular session meeting, as revised.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the un-audited financial statement prepared by Management:  <b>A. <u>August 31, 2021 – Bank Balances</u></b> Operating Account .....\$48,649.48 Reserve Account .....\$810,296 Outstanding aging .....\$2,144.00  <i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for August 31, 2021.</i>
<b>INVESTMENT MATURITY DATES</b>	Nothing this period.

**RESERVE STUDY**

The Board reviewed the revised draft Reserve Study dated August 16, 2021 completed by Association Reserves. Per the Reserve Analyst, the Association shall be 68.6% funded as of January 1, 2022 and is recommending that the Association maintain your Reserve contributions at \$8,708 per month in 2022.

***A motion was made, seconded, and carried unanimously to approve the revised draft Reserve Study dated August 16, 2021 as presented.***

**DRAFT BUDGET  
FOR FYE 12/31/2022**

The Board shall discuss the draft budget submitted from management for fiscal year ending December 31, 2022. Based on a review of anticipated and actual operating expenses and recommended monthly reserve funding levels, management does not recommend an increase in the monthly assessments in 2022.

***A motion was made, seconded, and carried unanimously to table discussion until the October 12, 2021 meeting.***

**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 in October, including: Pool Heat Off & Umbrellas Down October 15<sup>th</sup>, 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**

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

**Chairperson: Ann Marie Simmons**

***A motion was made, seconded, and carried unanimously to dissolve the committee.***

**ARCHITECTURAL  
COMMITTEE**

**Chairperson: Shelley Armstrong**

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

**COMMUNITY  
FACILITIES  
COMMITTEE**

**Chairperson: Ken Fairbanks**

1. The Board reviewed the approved Tennis Court Lights Proposal. Ken noted that the work is being scheduled.

2. Signage - Ken noted that two of the signs have fallen but were not damaged.

**No motions were made.**

**LANDSCAPE  
COMMITTEE**

**Chairperson: Ginny Davenport was present**

1. The Board reviewed the Landscape Committee report
2. Review of the punch list and weekly landscape reports
3. Park West Proposals:
  - a. Remove three trees (1 at Sonrisa West Entry, 1 across from 1 Tamizar and 1 across from 9 Tamizar) at a cost of \$3,120.00.
  - b. Replace the existing two leaning Eucalyptus trees and one damaged Liquidambar tree with fungus all located along Tamizar turf area. Replace Camphor tree in the planter inside the gate area at west Sonrisa entrance with Multi Trunk Coast Live Oak at a cost of \$1,480.00.

***A motion was made, seconded, and carried unanimously to table discussion on proposals a and b until the October 12, 2021 meeting.***

- c. Remove the limb from the Brazilian Pepper behind the pool at a cost of \$780

***A motion was made, seconded, and carried unanimously to approve proposal c at a cost of \$780.00.***

1. Monarch Environmental - Review of the letter submitted by Matt Davenport regarding the need to increase the monthly service by 6 hours per month to adequately perform and improve the landscape.
  - a. Proposal to provide arborist consulting to inspect Six (6) Eucalyptus level three risk assessment along Tamizar, one (1) Liquid Amber level three risk assessment at a cost of \$2,800.00

***A motion was made, seconded, and carried unanimously to table discussion of the above-noted arborist consulting proposal until the October 12, 2021 meeting.***

- b. Revised Service Agreement (See Exhibit "A" - CAPP Table, which notes a \$900 per month fee).

***A motion was made, seconded, and carried unanimously to approve the additional service agreement for a period of six-months.***

**LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: Don Flick**

There were no items brought before the Board this month

**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 August. **No motions were made.**

**DISCUSSION ITEMS:**

**EARTHQUAKE  
INSURANCE**

The Board reviewed the proposal submitted by Armstrong / Robitaille /Riegle back in March 2021 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 until the next renewal period.*

**NEW BUSINESS**

**AUDIT AND TAXES  
FOR FYE 12/31/21**

The Board reviewed proposals submitted by VanDerPol & Company (\$1,050), Inouye, Shively, Klatt & McCorvey (\$1,050) and Owens, Moskowitz & Associates (\$1,300) to complete the audit and taxes for fiscal year ending December 31, 2021 at a cost of \$1,050.00.

*A motion was made, seconded, and carried unanimously to table discussion until the October 12, 2021 meeting.*

**ASPHALT PROJECT**

The Board reviewed proposals submitted by Quickel Paving (\$16,995.00), Caliber Paving (\$18,968.00) and TLG Paving Company (various prices) to make any needed repairs, slurry seal and restripe the streets.

*A motion was made, seconded, and carried unanimously to table discussion until the October 12, 2021 meeting and obtain a proposal from an asphalt consultant to prepare formal specifications.*

**NEXT MEETING**

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, October 12, 2021 at 37 Sonrisa, Irvine, CA and via Zoom teleconference. Executive Session Meeting to begin at 6:00 PM, with the Special Assessment ballot tabulation at 6:30 PM and General Session Meeting at approximately 6:45 pm.

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 8:10 PM.

**ATTEST:**

Board Member Signature

Date

10/14/21