

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 12, 2021**

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 at 37 Sonrisa and via Zoom teleconference on October 12, 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 7:00 PM.
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 unanimously to approve the Minutes from the September 14, 2021 regular session meeting, as presented.</i>
TREASURER'S REPORT	The Board reviewed the un-audited financial statement prepared by Management: A. <u>September 30, 2021 – Bank Balances</u> Operating Account\$51,863.98 Reserve Account\$819,051.51 Outstanding aging\$545.00 <i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for September 30, 2021, pending clarification as to the interest being earned on the two CD's.</i>
INVESTMENT MATURITY DATES	Nothing this period.

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

The Board discussed 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 November 9, 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 November, including: Mail the Budget, Park West Contract Renewal 1/18, Insurance Renewals in March. Check with Board if they want agent to attend next meeting, Begin Winter mow schedule, once every-other week, Personal Touch Contract Renewals in January.

No motions were made.

COMMITTEE REPORTS

**ARCHITECTURAL
COMMITTEE**

Chairperson: Shelley Armstrong

1. Architectural Progress Report
2. Conditional Approvals and Appeals - The Board reviewed correspondence regarding conditional approvals and how conditions are relayed to the Owner. The Board also discussed the process for appeals and how those are handled by the Board. **No motions were made.**
3. Notice of Completion Form - The Board reviewed correspondence regarding the Notice of Completion Form. **No motions were made.**
4. 7 Tamizar - The Board reviewed an email submitted by the homeowner at this address regarding a recent architectural application and concerns she has with the review process. The Architectural Committee received a copy of the Owner's email. **No motions were made.**

**COMMUNITY
FACILITIES
COMMITTEE**

Chairperson: Ken Fairbanks

1. Tennis Court Lights - Ken noted that the proposal has been signed and a deposit check is being processed.
2. Parking Sign - Ken noted that the sign has been reinstalled.
3. Ken noted that 3 or 4 mailboxes have been repaired.
4. The Board discussed the east automobile gate. Ken shall inspect it for any needed repairs.

No motions were made.

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Landscape Committee Report - Review
2. Park West – Punch List and Weekly Landscape Reports
3. Park West Proposals:
 - a. Revised proposal to remove three (3) trees (1 at Sonrisa West Entry, 1 across from 1 Tamizar and 1 across from 9 Tamizar) at a cost of \$3,120.00.

A motion was made, seconded, and carried unanimously to approve proposal 3a 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 of proposal 3b pending a recommendation from the Landscape Committee.

- c. Install White Poinsettia plants behind of the Geranium color plants in the two front planters at both entrances at a cost of \$340.00.

A motion was made, seconded, and carried unanimously to approve proposal 3c on the condition that white Poinsettia are used at a cost not to exceed \$500.00.

4. Monarch Environmental - Proposal
 - 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 proposal 4a pending a recommendation from the Landscape Committee.

**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

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

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

DISCUSSION ITEMS:

**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 approve the proposal submitted by Inouye, Shively, Klatt & McCorvey at a cost of \$1,050.00.

ASPHALT PROJECT

The Board discussed the proposed asphalt project. Management has provided contact information for LaBelle Marvin, Professional Pavement Engineering. Management noted that proposals have been 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 approve up to \$3,000.00 for the purpose of hiring a professional pavement engineer to review the condition of the asphalt and prepare formal bid specifications.

PARKING RULES

The Board reviewed correspondence submitted by Matt Gardner at Richardson | Ober | DeNichilo regarding the Parking Rules and proposed changes to the commercial and motor scooter sections of the rules.

A motion was made, seconded, and carried unanimously to table discussion pending review of additional draft verbiage during the November 9, 2021, meeting.

NEW BUSINESS

**7 TAMIZAR -
COMMENTS
REGARDING THE
40TH YEAR
CELEBRATION
EVENT**

The Board reviewed the email submitted by the homeowner at this address regarding the joint 40th Year Anniversary event / Summer BBQ. **No motions were made.**

**BOARD
RESIGNATION
LETTER**

The Board reviewed the Resignation letter submitted by Ralph Annunziata. Ralph have taken an offer on a new job, which will require him to relocates his family. As such, Ralph shall resign effective December 31, 2021. **No motions were made.**

**POOL HEAT AND
UMBRELLAS**

Per the Annual Calendar, the pool heat is due to be turned off and umbrellas taken down and stored in mid-October.

A motion was made, seconded, and carried unanimously to store the umbrellas promptly and turn off the pool heat on or after December 15, 2021.

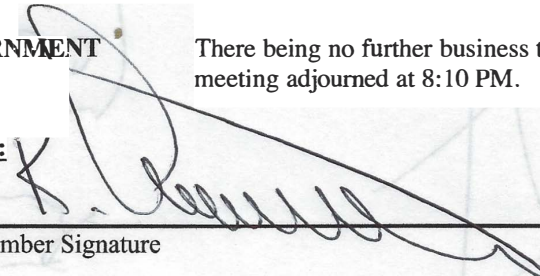
NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, November 9, 2021 at 13 Ramada, Irvine, CA and via Zoom teleconference. Executive Session Meeting to begin at 6:30 PM and General Session Meeting at approximately 7:00 pm.

ADJOURNMENT

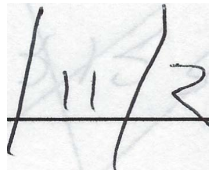
There being no further business to come before the Board at this time, the meeting adjourned at 8:10 PM.

ATTEST:



Board Member Signature

Date



Date