

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 14, 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 29 Sonrisa and via Zoom teleconference on December 14, 2021.						
ATTENDANCE	<p>Directors Present: Don Flick, President Ken Fairbanks, Vice President Ralph Annunziata, Secretary Ann Marie Simmons, Member at Large</p> <p>Absent: <i>Carlos Martinez, Treasurer</i></p> <p>Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM</p>						
CALL TO ORDER	A quorum was present, and President, Don Flick, called the meeting to order at 7:03 PM.						
GUESTS AND COMMITTEE CHAIRPERSON PRESENT	Ginny Davenport, Landscape Committee Chair There were no other 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 November 9, 2021, regular session meeting, as presented.</i>						
TREASURER'S REPORT	<p>The Board reviewed the un-audited financial statement prepared by Management:</p> <p>A. <u>November 30, 2021 – Bank Balances</u></p> <table><tr><td>Operating Account</td><td>\$77,439.70</td></tr><tr><td>Reserve Account</td><td>\$830,967.15</td></tr><tr><td>Outstanding aging</td><td>\$885.00</td></tr></table> <p><i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for November 30, 2021.</i></p>	Operating Account	\$77,439.70	Reserve Account	\$830,967.15	Outstanding aging	\$885.00
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Reserve Account	\$830,967.15						
Outstanding aging	\$885.00						
INVESTMENT MATURITY DATES	Nothing 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, including: Date for Spring Egg Hunt from Social Committee, Mail Annual Meeting Material by January 12, Obtain Insurance Renewal Bids (Exp. 3/4/2018), Tree Trimming Bids for Entrance/Exit Gates, ProTek Electrical Contract in effect until cancelled, Obtain Dethatching Bids from Landscape Co. **No motions were made.**

COMMITTEE REPORTS

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

COMMUNITY FACILITIES COMMITTEE **Chairperson: Ken Fairbanks**
1. Ken discussed recent repairs completed to two (2) mailboxes

LANDSCAPE COMMITTEE **Chairperson: Ginny Davenport**
1. Landscape Committee Report - Reviewed
2. Park West – Weekly Landscape Reports - Reviewed
3. Park West Proposals - The Board reviewed the following proposals:
 a. Revised Morning Glory Vine Removal / Boston Ivy installation Bid - \$1,481.00. It was noted that the landscape committee has already received authority to approve a proposal not to exceed \$2,000.00. **No motions were made.**
 b. Camphor Tree by the entrance - Removal and stump grind Bid - \$780.00. The Landscape Committee Recommending the bid be denied at this time. Per Monarch Environmental, the tree was showing signs of die back in the crown and should be monitored for now. However, it may need to be removed in the next few years.

A motion was made, seconded, and carried to deny the above-noted proposal (item b.) at this time.

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Don Flick

1. Monarch - Landscape Renovation Bid Review - The Board reviewed the approved proposal. Management is awaiting the review and recommendations pending from Monarch.
2. Ken Fairbanks noted that we have additional proposals pending for the pool remodel.

No motions were made.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian

1. The Board reviewed the 2022 event dates proposed by the Social Committee. **No motions were made.**

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

DISCUSSION ITEMS:

**RULES -
COMMERCIAL
VEHICLES**

The Board reviewed information gathered by management regarding a possible update to the community rules and the verbiage covering commercial vehicles.

A motion was made, seconded, and carried unanimously to table discussion pending review of proposed verbiage to be provided by Gary Brenkman.

ASPHALT PROJECT

The Board discussed the status of the asphalt repair and seal coat project. Southern Cross Property Consultants has provided a proposal to provide the following services:

- Analysis, Boring, and Report for a Flat Rate of \$14,000 (includes geotechnical firm fee for borings and compressive tests to 5')
- Scope of Work & Bid Documents for a Flat Rate of \$4,950.00
- Bidding & Contractor Selection for a Flat Rate of \$4,950.00
- Project Management & Close-out TBD based on the Scope

A motion was made, seconded, and carried unanimously to table discussion until the January 11, 2022 meeting.

NEW BUSINESS

**WROUGHT IRON
REPAIR BID**

The Board reviewed the proposal submitted by Fence Menders to complete various repairs to the wrought iron fences and gates. Multiple pricing options were included, ranging from \$7,890 to \$19,830.00.

*A motion was made, seconded, and carried unanimously to approve item #1 (repairs to the west exit pedestrian gate and the north perimeter gate/fencing at a cost of \$7,890.00. **To be coded from the Fence Reserve fund.***

**OWNER EMAIL
(CAMERAS AT
GATES)**

The Board reviewed email correspondence from a homeowner regarding the possibility of having cameras installed at the vehicle gates. Ken Fairbanks noted that he spoke to the homeowner and encouraged him to obtain proposals for Board consideration. **No motions were made.**

**POOL HEATER
REPLACEMENT**

The Board shall ratify the decision made via an emergency meeting held via email to approve a proposal submitted by Best Pool Service to replace the pool heater at a cost of \$6,578.29.

*A motion was made, seconded, and carried unanimously to ratify the approval. **To be coded from the Pool Reserve fund.***

NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, January 11, 2022, at 5 Redonda, 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 7:53 PM.

ATTEST:

Board Member Signature

Date