

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 8, 2022**

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 via Zoom teleconference on February 8, 2022.
ATTENDANCE	Directors Present: Ken Fairbanks, President Ann Marie Simmons, Vice President Carlos Martinez, Treasurer Ann Marie Simmons, Secretary Absent: <i>Two (2) vacant seats</i> Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM
CALL TO ORDER	A quorum was present, and President, Ken Fairbanks, called the meeting to order at 7:15 PM.
GUESTS AND COMMITTEE CHAIRPERSON PRESENT	There was one (1) homeowner 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 was one (1) homeowner present. No issues were brought before the Board.
MINUTES	<i>A motion was made, seconded and carried to approve the Minutes from the January 11, 2022 regular session meeting, as presented.</i>
TREASURER'S REPORT	The Board discussed the un-audited financial statement pending by Management. The financial was not ready to review in time for the meeting. <i>A motion was made, seconded, and carried unanimously to table the treasurer's reports for January 31, 2022.</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, including: March 15th – Pool Heat On & Umbrellas Up, Approve Draft Audit & Mail Taxes, Spring Break Patrol – Set Dates, Rototill Tot Lot Sand/Obtain Bid, Tot Lot Annual Inspection, Insurance Renewals, Accent Gates Contract Renewal, Early March Dethatching & Aerating.

No motions were made.

COMMITTEE REPORTS

**ARCHITECTURAL
COMMITTEE**

Architectural Committee - Chairperson: Shelley Armstrong

1. Architectural Progress Report - Reviewed
2. 13 Ramada - The Board reviewed an email from Architectural Committee regarding the prior window replacement at this address.

A motion was made, seconded, and carried unanimously to ask the homeowner to paint the window frames at the back of the home to match the color of the newer window frames located at the front of the home.

**COMMUNITY
FACILITIES
COMMITTEE**

Community Facilities Committee - Chairperson: Ken Fairbanks

1. Committee Report
2. The Board reviewed a proposal submitted by Cox Contracting to complete Block Wall Repairs near 5 and 7 Sonrisa. at a cost of \$5,340.00.

*A motion was made, seconded, and carried unanimously to approve the proposal up to \$10,000.00 at Ken Fairbank's discretion, to complete the needed repairs. **To be coded from the Wall Replacement Reserve Fund.***

Asphalt Repair Project - Ken stated that he had a conversation with the representative from LaBelle Marvin regarding the asphalt project and bid specifications. During the January 11, 2022 meeting, the Board gave authorization up to \$3,000.00 to Ken Fairbanks to contract with LaBelle Marvin to create bid specifications. Per LaBelle Marvin, they are recommended moving forward with the coring work to get an understanding of what is going on under the street.

*A motion was made, seconded, and carried unanimously to give authorization up to an additional \$8,500.00 to Ken Fairbanks to complete the coring work. **To be coded from the Street Replacement Reserve Fund.***

3. The Board discussed camera-based license plate readers for the vehicle gates. **No motions were made.**
4. The Board discussed the additional Wrought Iron Repairs to be completed by Fence Menders. **No motions were made.**

**LANDSCAPE
COMMITTEE**

Landscape Committee – Chairperson: Ginny Davenport

1. Landscape Committee Report - Review
2. Monarch Environmental Report - Review
3. Park West – Punch List and Weekly Landscape Reports
4. The Board reviewed the following proposals submitted by Park West Landscape:
 - a. Spring Dethatching of selected turf areas @ \$3,306.42.

A motion was made, seconded, and carried unanimously to approve item #4a at a cost \$3,306.42.

- b. Mulch select planters throughout the community @ \$600.00.

A motion was made, seconded, and carried unanimously to deny proposal #4b.

- c. Tree Removal (6 in total) at a cost of \$6,380.

A motion was made, seconded, and carried unanimously to approve proposal #4c at a total cost of \$6,380.00. The Landscape Committee shall determine the schedule for completion of this work.

**POOL &
GREENBELT
RENOVATION
COMMITTEE**

Chairperson: The Board

1. Ken Fairbanks noted that he is waiting for one more bid for the pool and the pool house.
2. Don will send an eblast asking for volunteers to help review pool and pool house renovation proposals.

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian.

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

Nothing this month

NEW BUSINESS

RESERVE STUDY

The Board reviewed the proposal submitted by Association Reserves to update the Reserve Study in 2022 at a cost of \$690.00 (or \$550 for an 8-week turn-around).

A motion was made, seconded, and carried unanimously to approve the Reserve Study update with no site visit at a cost of \$550.00 with an 8-week turn-around.

**INSURANCE
RENEWAL**

The Board reviewed the renewal quotes pending from Armstrong/Robitaille/Riegle to provide insurance coverage to the Association through March 4, 2023, at a cost of \$5,882.00.

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

**EARTHQUAKE
INSURANCE**

The Board discussed the quote pending from Armstrong/Robitaille/Riegle to provide earthquake insurance coverage to the Association. The proposal has yet to be submitted. **No Motions were made.**

TOT LOT SAND

The Board reviewed the proposal submitted by Park West Landscape to rototiller all the sand in the playground, including removal of trash, debris, and rake level sand at a cost of \$735.00.

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

**GOVERNANCE AND
GUIDELINES
COMMITTEE**

The Board discussed the creation of a new committee for the purpose of reviewing the existing governing documents, including the rules and the architectural guidelines, and submitting recommendations for potential changes.

A motion was made, seconded, and carried unanimously to appoint Don Flick as the Committee Chair.

A motion was made, seconded, and carried unanimously to appoint Gary Brenkman to the committee.

NEXT MEETING

The next Board of Directors Meeting is currently scheduled for Tuesday, March 8, 2022 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 8:00 PM.

ATTEST:



Board Member Signature

4-13-22

Date