

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 14, 2022**

**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 35 Sonrisa and via Zoom teleconference on June 14, 2022.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Ken Fairbanks, President Ann Marie Simmons, Vice President Carlos Martinez, Treasurer Kimber Elston, Secretary Greg Smith, Member at Large  <b>Representing Mgmt:</b> Jamie Hackwith, CMCA, AMS, PCAM
<b>CALL TO ORDER</b>	A quorum was present, and President, Ken Fairbanks, called the meeting to order at 7:00 PM.
<b>GUESTS AND COMMITTEE CHAIRPERSONS PRESENT</b>	Ginny Davenport, Landscape Committee Chair Sam Chinarian, Social 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 May 10, 2022, regular session meeting, as corrected.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the un-audited financial statement prepared by Management:  <b>A. <u>May 31, 2022 – Bank Balances</u></b> Operating Account .....\$117,600.38 Reserve Account .....\$1,004,906.69 Outstanding aging .....\$9,924.00  <i>A motion was made, seconded, and carried unanimously to accept the treasurer's reports for May 31, 2022.</i>
<b>INVESTMENT MATURITY DATES</b>	The Board discussed the two CDARS, which are maturing in June: <ol style="list-style-type: none"><li>1. 1415 - CIT CDARS .40% 6/16/22</li><li>2. 1416 - CIT CDARS .40% 6/16/22</li></ol> <i>A motion was made, seconded, and carried unanimously to move the funds to a liquid account once both CDARS mature, and give Carlos Martinez authorization to reinvest the funds as he sees fit, not to exceed 12 months.</i>

**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 July, including: Personal Touch Contract Renewal 7/6, Obtain Holiday Lighting Bids, Send eBlast (Annual Notice of Address mailed as insert in July billing). **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. Gate Operator Update – The Board discussed the status of the gate operator replacement. Per Ken Fairbanks, some parts are on back-Order. Ken also noted that there may be additional electrical work needed. Ken will reach out to the Association’s electrician and ask them to work with the gate company. **No motions were made.**
2. Mailboxes - The Board reviewed the proposal submitted by Orange County Contractor Services to replace the mailboxes throughout the community at a cost of \$47,572.00.
3. Pavement Investigation and Report – The Board reviewed the Structural Pavement Investigation and Report submitted by LaBelle Marvin.

*A motion was made, seconded, and carried unanimously to table discussion of items #2 and #3 until the July 12, 2022, meeting.*

4. Gate Cameras - The Board reviewed proposals submitted by Vigilant Solutions. Per the company, the Association can purchase the cameras outright which comes with a recurring annual charge of \$250 per camera per year. The Association can also lease out the cameras for a minimum of 5 years for \$2,250 per year, per camera. The lease comes with a warranty and a cellular data plan.

*A motion was made, seconded, and carried unanimously to approve the subscription proposal at a cost not to exceed \$6,000.00 annually.*

5. Block Wall Repair Update - The Board reviewed the response submitted by the homeowner at 5 Sonrisa.

*A motion was made, seconded, and carried unanimously to table discussion of item #4 until the July 12, 2022, meeting.*

**GOVERNANCE AND  
GUIDELINES  
COMMITTEE**

**Chairperson: Don Flick**

1. Committee Report - The Board reviewed the revised summaries of the suggested additions and revisions to the Rules & Regulations, the Architectural Guidelines, and the Resident Handbook, as recommended by the Governance and Guidelines Committee. The Board discussed the provisions regarding the standing committees and commercial vehicles.

*A motion was made, seconded, and carried unanimously to table discussion until the July 12, 2022 meeting.*

**LANDSCAPE  
COMMITTEE**

**Chairperson: Ginny Davenport was present**

1. Landscape Committee – Ginny Davenport discussed the need for an additional bench to be purchased and installed in the common area. The Board also discussed the trees near 5 Sonrisa, tree removals and the turf removal project.

*A motion was made, seconded, and carried unanimously to authorize up to \$2,000 for the purchase and installation of a concrete pad and bench. To be coded to the bench Reserve (GL# 3330) and Concrete Reserve (GL# 3391) funds.*

2. Park West – Weekly Landscape Reports - Review
3. Park West Proposals:
  - a. Remaining Tree Maintenance for 2022 – The Board reviewed a proposal submitted by Park West @ \$3,505.00.

*A motion was made, seconded, and carried unanimously to table discussion of the tree trimming proposal, pending review of the location of the trees and input from the Landscape Committee.*

**POOL / LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: The Board**

1. Homeowner Comment – The Board reviewed the comment submitted by a homeowner regarding the use of Round-Up to kill off the turf ahead of the turf removal project. **No motions were made.**

**SOCIAL  
COMMITTEE**

**Chairperson: Geraldine Chinarian and Sam Chinarian**

1. Annual Summer pool event - Discussion of when and where to hold the 2022 pool event. Sam Chinarian, co-chair of the Social Committee was present for the discussion. **No motions were made.**

**WELCOMING  
COMMITTEE**

**Chairperson: Don Flick**

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

**DISCUSSION ITEMS:**

None this month

**NEW BUSINESS**

**RESERVE STUDY**

The Board reviewed the draft Reserve Study dated June 6, 2022, completed by Association Reserves. Per the Reserve Analyst, the Association shall be 69.1% funded as of January 1, 2023, and is recommending that the Association increase your Reserve contributions from the current \$8,969.01 per month, to \$9,500 in 2023 (about a \$531 per month increase in 2023).

*A motion was made, seconded, and carried unanimously to table discussion until the July 12, 2022 meeting.*


**NEXT MEETING**

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, July 12, 2022, at 5 Redonda, Irvine, CA and via Zoom teleconference. Executive Session Meeting to begin at 6:30 pm, and General Session Meeting afterward (at approximately 7:00 pm.)

**ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting adjourned at 8:15 PM.

**ATTEST:**

  
\_\_\_\_\_  
Board Member Signature

  
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Date