

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 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 at 5 Redonda and via Zoom teleconference on November 8, 2022.
ATTENDANCE	Directors Present: Ken Fairbanks, President Ann Marie Simmons, Vice President Carlos Martinez, Treasurer Kimber Elston, Secretary Greg Smith, Member at Large Representing Mgmt: Jamie Hackwith, CMCA, AMS, PCAM
CALL TO ORDER	A quorum was present, and President, Ken Fairbanks, called the meeting to order at 6:45 PM.
GUESTS AND COMMITTEE CHAIRPERSONS PRESENT	There were no committee members in attendance 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 October 11, 2022, regular session meeting, as presented.</i>
TREASURER'S REPORT	The Board reviewed the un-audited financial statement prepared by Management: A. <u>October 31, 2022 – Bank Balances</u> Operating Account\$101,443.09 Reserve Account\$998,230.53 Outstanding aging\$2,871.00 <i>A motion was made, seconded, and carried unanimously to table discussion of the October financial until the December 13, 2022 meeting.</i>
INVESTMENT MATURITY DATES	None this period

**BUDGET FOR
FISCAL YEAR
ENDING DECEMBER
31, 2023**

The Board discussed the draft budget submitted by Carlos Martinez for fiscal year ending December 31, 2023. Based on a review of anticipated and actual operating expenses and recommended monthly reserve funding levels, management recommends a 4.55% (\$10) increase in the monthly assessments in 2023.

A motion was made, seconded, and carried unanimously to approve the draft budget presented by Carlos Martinez with a 4.55% increase in the monthly assessment, effective January 1, 2023.

DELINQUENCY REPORT

LIEN None this month

AUTHORIZATIONS

Account Number

Parcel Number

None this month

None this month

**FORECLOSURE
AUTHORIZATIONS**

None this month

ANNUAL CALENDAR

**REVIEW OF THE
ANNUAL
CALENDAR**

The Board reviewed the annual calendar and discussed upcoming items of business in December: Fiscal Year End – Reallocate Reserve Funds, Send Candidate Statements no later than 12/1, Invite the Architectural Committee to the December meeting to discuss the committee’s roles and responsibilities. **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. Committee Report
 - a. Discussed the vehicle gate
 - b. Discussed the tennis Court lighting
 - c. Discussed the recent vandalism at the pool restroom
 - d. Discussed keys for all the new locks to be distributed to the Board Members.

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 mailboxes & pavement until the February 14, 2023 meeting.

**GOVERNANCE AND
GUIDELINES
COMMITTEE**

Chairperson: Don Flick

- e. The Board discussed the draft Rules, which are currently with Robert DeNichilo for review. A concern was raised regarding the current rules relating to home-based businesses.

A motion was made, seconded, and carried unanimously to give Ann Marie Simmons authorization to work with the Governance and Guidelines Committee and to discuss the matter with Robert DeNichilo's office for a period not to exceed one (1) hour.

**LANDSCAPE
COMMITTEE**

Chairperson: Ginny Davenport

1. Landscape Committee Report - Review
2. Monarch Environmental Monthly Report – The Board reviewed the report. Per Monarch, after reviewing the renovation project with the pool contractor, there doesn't seem to be any work that will interfere with the turf renovation areas. As such, they suggest moving forward with the final section of turf renovation.

A motion was made, seconded, and carried unanimously give the Landscape Committee authorization to proceed with the remaining turf removal as it sees fit.

3. Park West – Punch List and Weekly Landscape Reports. **No motions were made.**

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: Board

1. Discussed the status of the pool house renovation work.
2. Discussed the electrical work at the pool house, which will be completed by Protek Electrical.
3. Greg Smith to follow up with Aqua Pure to discuss the status of the building permits. **No motions were made.**

**SOCIAL
COMMITTEE**

Chairperson: Geraldine Chinarian and Sam Chinarian

1. **Halloween Party** - The Board reviewed the reimbursement request submitted by Sam Chinarian totaling \$1,103.99 for the recent Halloween party. It was noted that during the October 10, 2022 meeting, the board moved to approve a budget not to exceed \$1,000.00 for this event.

A motion was made, seconded, and carried unanimously to approve the reimbursement in the amount of \$1,103.99.

**WELCOMING
COMMITTEE**

Chairperson: Don Flick

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

OLD BUSINESS:

None this period

NEW BUSINESS

POOL FILTER

The Board reviewed the estimate submitted by Best Pool to replace the Pool filter - leaking at the bulkhead fittings at a cost of \$2,598.50.

A motion was made, seconded, and carried unanimously to approve the proposal. To be coded from the Pool Equipment Reserve fund.


NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, December 13, 2022, at 8 Ramada, 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 7:52 PM.

ATTEST:


Board Member Signature

12-15-22
Date