

**CANYON CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 10, 2023**

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 October 10, 2023.

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 7:00 PM.

GUESTS AND COMMITTEE CHAIRPERSONS PRESENT

Robert DeNichilo & Daniel Heaton, Nordberg | DeNichilo *(Until 7:37 pm)*
There were a total of seven (7) 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.

RECALL PETITION

The Board reviewed the recall petition received by management on Monday, October 2, 2023. The three Board members were again asked to resign.

A motion was made, seconded, and carried to set the recall meeting for the same date as the 2024 Annual Meeting, specifically on Tuesday, February 13, 2024. The recall ballot will encompass the names of the present board members subject to recall.

A motion was made, seconded, and carried unanimously to conduct the recall/annual election at the community pool area.

A motion was made, seconded, and carried unanimously to appoint Accurate Voting as the Inspector of Elections for the recall/annual election, contingent upon the stipulation that the expense remains under \$2,800.00.

HOMEOWNER FORUM

There were seven (7) homeowners present and these issues were brought before the Board during the homeowner forum period:

- Financials
- Tree Removal Issue
- Positive actions taken from the current Board in recent years
- Allergies and reasons one Owner wanted trees removed

MINUTES

A motion was made, seconded, and carried unanimously to approve the Minutes from the September 12, 2023, regular session meeting, as revised.

TREASURER'S REPORT

The Board reviewed the un-audited financial statement prepared by Management:

A. July 31, 2023 – Bank Balances

First Citizen's Operating Account..... \$124,615.74
Pacific Western Checking\$330.00
Reserve Account\$772,572.24
Outstanding aging \$2,013.00

B. August 31, 2023 – Bank Balances

Operating Account (First Citizens)\$57,109.93
Pac West Bank Checking Account.....\$232.48
Reserve Account Balance (Total)\$838,383.13
Outstanding aging\$640.00

A motion was made, seconded, and carried unanimously to approve the Treasurer's reports for July 31 and August 31, 2023.

INVESTMENT MATURITY DATES

None this period

DELINQUENCY REPORT

LIEN AUTHORIZATIONS

None this month

Account Number

None this month

Parcel Number

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 November: Mail Budget, Park West Contract Renewal, Insurance Renewals in March, 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 was present

1. The Board reviewed the Architectural Progress Report. **No motions were made.**

COMMUNITY FACILITIES COMMITTEE

Chairperson: Ken Fairbanks

- Pool Umbrellas to be placed in storage mid-November
- The pool heat to be left on. The Board will discuss again at the November 13, 2023 meeting.

**GOVERNANCE AND
GUIDELINES
COMMITTEE**

Chairperson: Don Flick
No items were presented this month

**LANDSCAPE
COMMITTEE**

Landscape Committee – Chairperson: Ginny Davenport

1. Landscape Committee Report – Review
2. Monarch Report - Review
3. Park West – Punch List and Weekly Landscape Reports
4. **1 Puerto** – The Board reviewed correspondence from the homeowner requesting the Association to remove the dying tree from the area behind the home. The Owner is also asking the Association to remove all ivy from the block wall behind the home.

A motion was made, seconded, and carried unanimously to table discussion pending review of a proposal to complete the work.

5. **WeatherTRAK Central Service Subscription** – The Board discussed the renewal quote to continue the WeatherTRAK service of two controllers. Pricing is as follows:
 - 10/31/2024 at a cost of \$394.00 or;
 - 10/31/2026 at a cost of \$1,347.00 (3% savings) or;
 - 10/31/2028 at a cost of \$2,267.00 (5% savings)

A motion was made, seconded, and carried unanimously to table discussion pending clarification on the costs provided.

**POOL / LANDSCAPE
RENOVATION
COMMITTEE**

Chairperson: The Board
No items were presented this month

**SOCIAL
COMMITTEE**

Chairperson: The Board

1. **Reimbursement Requests** – The Board considered reimbursement requests submitted for expenses related to the recent Renovation Party:
 - Ann Marie Simmons - \$1,560.29
 - Eddy Amin - \$14.98
 - Kimber Elston - \$146.30
 - Kimber Elston - \$70.99 (Guard House Décor)
 - Kimber Elston - \$75.37 (Reflective Tape at Pool)

A motion was made, seconded, and carried unanimously to approve all five (5) above-noted reimbursement requests.

**WELCOMING
COMMITTEE**

Chairperson: Don Flick
There were no new homeowner in month of September. **No motions were made.**

OLD BUSINESS:

**IDR AND ADR
POLICIES**

The Board discussed formal approval of the revised Summary of Internal Dispute Resolution (IDR) Process and Alternative Dispute Resolution (ADR) Procedures. It was noted that no owner comments were submitted regarding the proposed revised policies.

A motion was made, seconded, and carried unanimously to approve the revised policies as written.

NEW BUSINESS

**BUDGET FOR
FISCAL YEAR
ENDING DECEMBER
31, 2024**

The Board discussed the draft budget submitted from management for fiscal year ending December 31, 2024. Based on a review of anticipated and actual operating expenses and recommended monthly reserve funding levels, management recommends a 7.83% (\$18) increase in the monthly assessments in 2024.

A motion was made, seconded, and carried unanimously to table discussion until the November 14th meeting.

**ELECTRICAL SUB
PANEL
REPLACEMENT**

The Board reviewed the proposal submitted by Protek Electrical & Lighting to replace the rusting subpanel at the pool area at a cost of \$3,500.00.

A motion was made, seconded, and carried unanimously to approve the proposal. To be coded to the Electrical Replacement reserve fund.

**CIVIL CODE
SECTION 4926 -
VIRTUAL
MEETINGS
ALLOWED**

The Board reviewed the article from Matt Ober of Richardson Ober regarding Civil Code Section 4926, which now allows Associations to conduct board or membership meetings solely by video or teleconference, without a physical location, provided the association meets specified safeguards. **No motions were made.**

NEXT MEETING

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, November 14, 2023, at 29 Sonrisa, 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 8:38 PM.

ATTEST:



Board Member Signature



Date