

**CANYON CREEK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 14, 2023**

**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 29 Sonrisa and via Zoom teleconference on November 14, 2023.
<b>ATTENDANCE</b>	<b>Directors Present:</b> Ken Fairbanks, President Ann Marie Simmons, Vice President Carlos Martinez, Treasurer ( <i>left at 7:44 pm</i> ) Kimber Elston, Secretary ( <i>left at 7:44 pm</i> ) 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>	There were a total of seven (7) 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 seven (7) homeowners present and their issues were brought before the Board during the homeowner forum period: <ul style="list-style-type: none"><li>• Agenda Request</li><li>• Holiday Decorations</li></ul>
<b>MINUTES</b>	<i>A motion was made, seconded, and carried unanimously to approve the Minutes from the October 10, 2023, regular session meeting, as presented.</i>
<b>TREASURER'S REPORT</b>	The Board reviewed the un-audited financial statement prepared by Management:  <b>A. <u>September 30, 2023 – Bank Balances</u></b> Operating Account .....\$72,427.87 Pac West Bank Checking Account.....\$146.88 Reserve Account .....\$846,709.04 Outstanding aging .....\$382,105.00  <i>A motion was made, seconded, and carried unanimously to approve the Treasurer's reports for September 30, 2023.</i>
<b>INVESTMENT MATURITY DATES</b>	None this period

**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.

*A motion was made, seconded, and carried unanimously to postpone the committee invitations for one month, beginning with the Architectural Committee in January.*

**COMMITTEE REPORTS**

**ARCHITECTURAL  
COMMITTEE**

**Chairperson: Shelley Armstrong was present**

1. The Board reviewed the Architectural Progress Report.
2. Shelley Armstrong gave an update regarding various architectural applications.

**No motions were made.**

**COMMUNITY  
FACILITIES  
COMMITTEE**

**Chairperson: Ken Fairbanks**

1. Barbeque installation update
2. Recent gate repair
3. Electrical issue at pool

**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. Park West Proposals:
  - a. Bid #CCH.016 – Remove the dying liquidambar tree located near 1 Puerto at a cost of \$1,120.00.

*A motion was made, seconded, and carried unanimously to approve proposal 4a.*

**LANDSCAPE  
COMMITTEE**  
*continued...*

- b. Bid #110067 – Remove the vines from the wall at 1 Puerto at a cost of \$125.00.

*A motion was made, seconded, and carried unanimously to approve proposal 4b.*

- c. Bid #11068 – Remove the vines from the wall at 1 Puerto, install a row of Rhapsiolepis Majestic Beauty and retrofit the irrigation to add an additional valve dedicated to the plants at cost of \$1,545.00.

*A motion was made, seconded, and carried unanimously to deny proposal 4c.*

- d. WeatherTRAK Central Service Subscription Renewal Quote – The Board reviewed the proposals submitted by HydroPoint to renew the subscription for two controllers at various pricing options.

*A motion was made, seconded, and carried unanimously to approve renewal quotes 4d as recommended by the Landscape Committee and Monarch Environmental at a total cost of \$2,139.00.*

- 5. 7 Sonrisa – Recent Tree Encroachment Trimming – The Board reviewed the email and photos submitted by Kathleen from Monarch Environmental regarding the recent meeting with 7 Sonrisa concerning encroachment trimming. Kathleen states that the tree trimming was carried out according to the approved proposal, with encroachment pruning to ensure no part of the tree hangs over the property line. The homeowner mistakenly believed the tree's height would be reduced, which is not within the scope of work. Kathleen suggests reducing the monument sign's height slightly, and if done, the tree at 5 Sonrisa should also be gradually reduced for canopy consistency. **No motions were made.**

**POOL / LANDSCAPE  
RENOVATION  
COMMITTEE**

**Chairperson: The Board**  
No items were presented this month

**SOCIAL  
COMMITTEE**

**Chairperson: The Board**  
1. An update was given regarding the Renovation Celebration Event

**WELCOMING  
COMMITTEE**

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

**OLD 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 move to approve the budget as presented.*

**POOL HEAT**

The Board discussed the date the pool heat should be shut off for winter.

*A motion was made, seconded, and carried unanimously to turn the pool heat off Friday, December 1, 2023.*

**NEW BUSINESS**

**HICKS CANYON  
RENOVATION**

The Board reviewed the email submitted by Ken Fairbanks regarding renovation of the area along Hicks Canyon.

*A motion was made, seconded, and carried unanimously to task the Landscape Committee work with Monarch Environmental and Park West Landscape to prepare a plan/proposal to renovate the landscape along Hicks Canyon.*

**EXECUTIVE  
COMMITTEE**

The Board reviewed the email submitted by Ken Fairbanks regarding the need to discuss the Executive Committee. Management recommended against disbanding the Executive Committee and reminded the Board that Board members cannot vote on matters relating to their own disciplinary actions.

*A motion was made, seconded, and carried to disband the Executive Committee (Nays, K. Elston and C. Martinez).*

**REVIEW OF  
CURRENT LEGAL  
COUNSEL**

The Board reviewed the email submitted by Ann Marie Simmons regarding the services provided by Nordberg | DeNichilo, LLP. Management recommended against terminating Nordberg | DeNichilo, LLP as it gives the appearance that the Board Members are interfering with the legal action currently involving three of the Board Members.

*A motion was made, seconded, and carried to terminate Nordberg | DeNichilo, LLP (Nays, K. Elston and C. Martinez).*

*Note: Carlos Martinez and Kimber Elston left the meeting at 7:44 PM and were not present for the discussions and decisions noted on page 5 of these minutes.*

**HOMEOWNER  
REQUESTS**

The Board reviewed emails submitted by Gary Brenkman regarding the following:

- Meeting Times
- Delivery of Inserts and Mail Outs
- Meeting Notices and Agendas
- eBlast List

*A motion was made, seconded, and carried unanimously that henceforth, the candidate's statement will be mailed through the United States Postal Service, regardless of the homeowner's selected communication method.*

**DECEMBER  
MEETING  
LOCATION**

The Board discussed the location of the December 12, 2023 meeting, which is currently set to take place at 8 Ramada.

*A motion was made, seconded, and carried unanimously to hold the December 12, 2023 meeting at 29 Sonrisa.*

**NEXT MEETING**

The next meeting of the Board of Directors Meeting is currently scheduled for Tuesday, December 12, 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 7:55 PM.

**ATTEST:**

*Kimberly Elston*  
Board Member Signature

12-13-23  
Date