

Canyon Creek
Home Owners' Association
Board of Directors Meeting

May 14th, 2018 – 7pm – Church of Canyon Creek

A) Call to order



- Russ Jakala - Acting President

May 14th, 2018 Board of Directors Meeting Agenda

- A) Call to Order
- A – 1) Request to comment
- B) Reading of the minutes
- C) ~~Reports of Officers and Boards of Directors~~
- D) Management Agent Reports
- E) Committees Reports:
 1. Architecture Review Committee *
 2. Community Center Remodeling Project Committee
 3. Community Projects Committee
 4. Crime & Safety Committee *
 5. Internet Communication Committee
 6. Greenbelt / Firewise Committee *
 7. Traffic Committee
- F) Elections & Appointments;
 - Election of Officers
- G) Unfinished Business Business;
 - Bathhouse / Community Center renovation project status
- H) New Business
- I) ~~Consideration of adequacy of reserves~~
- I - 1) Additional Comment Period
- J) Adjourn

A - 1) Request to Comment

- Please use sign-up sheet at the rear of the room to request a 2-minute speaking opportunity on a particular topics.
 - Name
 - Street Address
 - Email Address
 - Phone Number
 - Topic
- Your time is at the discretion of the board:
 - Your time may be cut short if you are “off-topic” or repeating a previously made comment.
 - Your time may be extended if you are providing relevant or time-sensitive information.
- Frame comments
 - Positively and constructively (not just what you do not want) and,
 - With the perspective of the neighborhood at large.
- Grouped on the agenda by topic:
 - Bathhouse / Community Center Remodeling Project – To be covered under unfinished business.
 - All other topics – To be covered at the end of the meeting

B) Reading of the Minutes



- From January 15th, 2018 meeting

D) Management Agent Reports

- Budget & Cash Reserves
- Violation Summaries and Reports
 - Year-to-date
 - Total number of violations issued by month from Jan to today
 - Violation by Closure:
 - By type: Stacked bars of Type of violations by closure rate (30d,60d,90d,,,) by progressive month (Jan, Feb,,,))
 - By chronic violators: Stacked bars of Number of member violations by closure rate (30d,60d,90d,,,) by month (Jan, Feb,,,))
 - Transition issues from Goodwin to Spectrum AM
 - Number of members with Violation transition issues (from Goodwin to Spectrum AM)
 - Number of violations with No pictures
 - Number of violations Excused
- Member Registrations / Communications Report
 - Registered Members by month
 - Notices by month

Compliance Discussion

- Compliance Policy Discussion and Actions
 - Clearly communicate how compliance works (Board & Spectrum AM to draft, circulate for review and publish on SpectrumAM.com and CanyonCreek.net websites.)
 - Board to review resolution rate data to work toward a 3-notice cycle
 - Evaluate process and language changes for existing notices:
 - Mandatory pictures when appropriate. Exclusion list to be defined (i.e. dogs, what else?)
 - Add helpful information to member compliance write up and to notice.
 - Contacting Spectrum AM first.
 - Link to Texas Property Code, Bylaws, FAQ,,, for more information and resources.
 - Saying it tactfully is as important as legally correct
 - Explain the money flow
- Policy on when bagged yard debris can be put to street
 - Clarified with Spectrum AM Saturday through Pick-up time on Wednesday is allowed.

E) Committee Reports

- 1) Architecture Review Committee *
- 2) Community Center Remodeling Project Committee
- 3) Community Projects Committee
- 4) Crime & Safety Committee *
- 5) Internet Communication Committee
- 6) Greenbelt / Firewise Committee
- 7) Traffic Committee

E) Report of Committees

1) Architecture Review Committee (John Conners, Dave Marshall)

a) ARC 2018 YDT Activity Summary

YTD Submitted	Approved	Average Response Time in Days for those approved
24	23	10
	3	Declined
	11	Approved
	5	Approved with conditions
	4	Approved with info
	1	More Info Needed (Neighbor Sign-offs)
	24	Total Processed in this time period
	1	In Process (more info needed)

Notes: Awaiting Neighbor sign offs on 2 but they are basically approved.
Horizontal Fencing Approved with a variance.

Solar Installation issue turned over to the board to resolve. Approved by the board on May 8, 2018

E) Report of Committees:

1) Architecture Review Committee (John Conners, Dave Marshall)

b) Roof Policy (page 1 of 3)

- No board action required. Statement in “... iii) *any materials approved in writing by the Architectural Review Committee, provided that the Architectural Review Committee will only approve roofing materials which are of high grade and quality and which are consistent with the exterior design, color and appearance of other improvements within the Property.*”
- ARC to file a supplemental resolution (see draft)

E) Report of Committees:

1) Architecture Review Committee (John Conners, Dave Marshall)

b) Roof Policy (page 2 of 3)

- In DCCRs 3.9 Roofing Materials of General Restrictions:
 - All roofing material shall be subject to the approval of the Architectural Review Committee.
- In DCCRs 1.3 Roofing Materials in all Supplemental Declarations for Sections 17c, 29, 22, 23, 28, 34, 24, 30, 32:
 - Roofing materials used on residential structures must be (i) wood shingles, (ii) asphalt or composition rated at least 240 pounds per square, or (iii) any materials approved in writing by the Architectural Review Committee, provided that the Architectural Review Committee will only approve roofing materials which are of high grade and quality and which are consistent with the exterior design, color and appearance of other improvements within the Property.

E) Report of Committees:

1) Architecture Review Committee (John Conners, Dave Marshall)

b) Roof Policy (page 3 of 3)

RESOLUTION ADOPTING A METAL ROOF INSTALLATION POLICY FOR

Canyon Creek Home Owner's Association

WHEREAS, the Supplemental Declarations for Sections Sections 17c, 29, 22, 23, 28, 34, 24, 30, 32 of the Bylaws of Canyon Creek currently allow for any material approved in writing by the in the Architectural Review Committee,

WHEREAS, The Association desires to adopt a resolution setting forth guidelines and promote the uniform use of metal roofing products,

BE IT RESOLVED, That the Associations supplemental guidelines, effective May 14th, 2018 for the Owners and Members are as follows:

Metal Roofs must comply with the following:

- Metal must be made of pre-finished steel, or copper. Finish on metal must be a baked in finish such as polyvinylidene fluoride' or 'PVDF (Brand names: Kynar 500/Hylar 5000). Painted metal is not allowed.
- Finish colors such as earth tones or natural metal colors such as: grey, brown, forest green, tan. (For example; no black, red, or white colors are allowed.)
- Non-glare surfaces are required. No shiny or reflective material shall be used.
- No corrugated or "D-panel" shaped material should be used
- The metal shall be no thinner than 24 gauge. 22 gauge is thicker and more hail resistant.
- Standing Seam Metal Roof Systems are preferred so that the roof has a concealed fastener roof system.

This resolution was passed by a unanimous vote of the Board of Directors of the Association on the date set forth below to be effective immediately.

Executed on this 14th day of May 2018.

By _____

Name: _____

Title: President CCHOA

E) Report of Committees:

2) Community Center Remodeling Project Committee

- Will be covered under “G) Unfinished Business”.

E) Report of Committees

3) Community Projects Committee (Russ Jakala)

- Spread mulch from Canyon Vista Way cul de sac Greenbelt / Firewise project:
 - May 19th, 8am to 11am
 - Call for volunteers
- Mowing of Zone 2 area between Appletree and Canyon Creek Elementary (Russ / Mark)
 - Pending quote from Perfect Cuts (Russ)
 - Call for volunteers (Board likely to hire Perfect Cuts or self mow with volunteer help for edging and limb clearing), To be scheduled
- Southeast entrance cleanup
 - Mowed by CoA on May 7th, Need edging, blowing, and trash pick-up, Need tree well saplings cut
 - Call for volunteers (Board likely to hire Perfect Cuts or self mow with volunteer help for edging and limb clearing), To be scheduled

E) Report of Committees

4) Crime and Safety Committee (Randy Lawson)

- Thefts / Robberies: (Mark)
 - Hide your things, lock your car, park your car in your garage.
- Maintenance on Cameras at Community Center
 - Most cameras cleaned & adjusted
 - One camera pending replacement
- Vandalism: Graffiti on AT&T Network Box
 - Resolved
- Traffic Calming on Boulder Lane
 - Speed Humps / Speed Cushions – CoA
 - Radar speed signs -
 - Possible Board Actions: Discussion, Motion to adopt.

E) Report of Committees

5) Internet Communication Committee (Dave Marshall)

- Internet communication trends:

- CanyonCreek.net Utilization

- Facebook.com Utilization

- NextDoor.com

- SpectrumAM.com and spectrum.cincweb.com Utilization (Lydia)

- Internet communication changes:

- CanyonCreek.net – prototyping FAQ section (Mark)

E) Report of Committees

5) Internet Communication Committee (Dave Marshall)

a) canyoncreek.net Utilization

TRAFFIC OVERVIEW

Year To Date

All devices

Unique Visitors	Visits	Pageviews
5,283	5,933	17.1k
+ 25.4% yr/yr	- 0.6% yr/yr	+ 39.5% yr/yr

Visits by month (Mon, Jan 1-Sat, May 12, 2018)



Visits by DEVICE TYPE



Desktop	3,107 (52%)
Mobile	2,382 (40%)
Tablet	433 (7%)
Unknown	11 (0%)

Visits by SOURCE



Direct	3,140 (54%)
Google	2,154 (37%)
Facebook	220 (4%)
Bing	103 (2%)
Others	203 (3%)

Visits by BROWSER



Mobile Safari	2,457 (33%)
Chrome	2,346 (32%)
Chrome Mobile	780 (10%)
Safari	502 (7%)
Others	1,361 (18%)

Visits by OPERATING SYSTEM

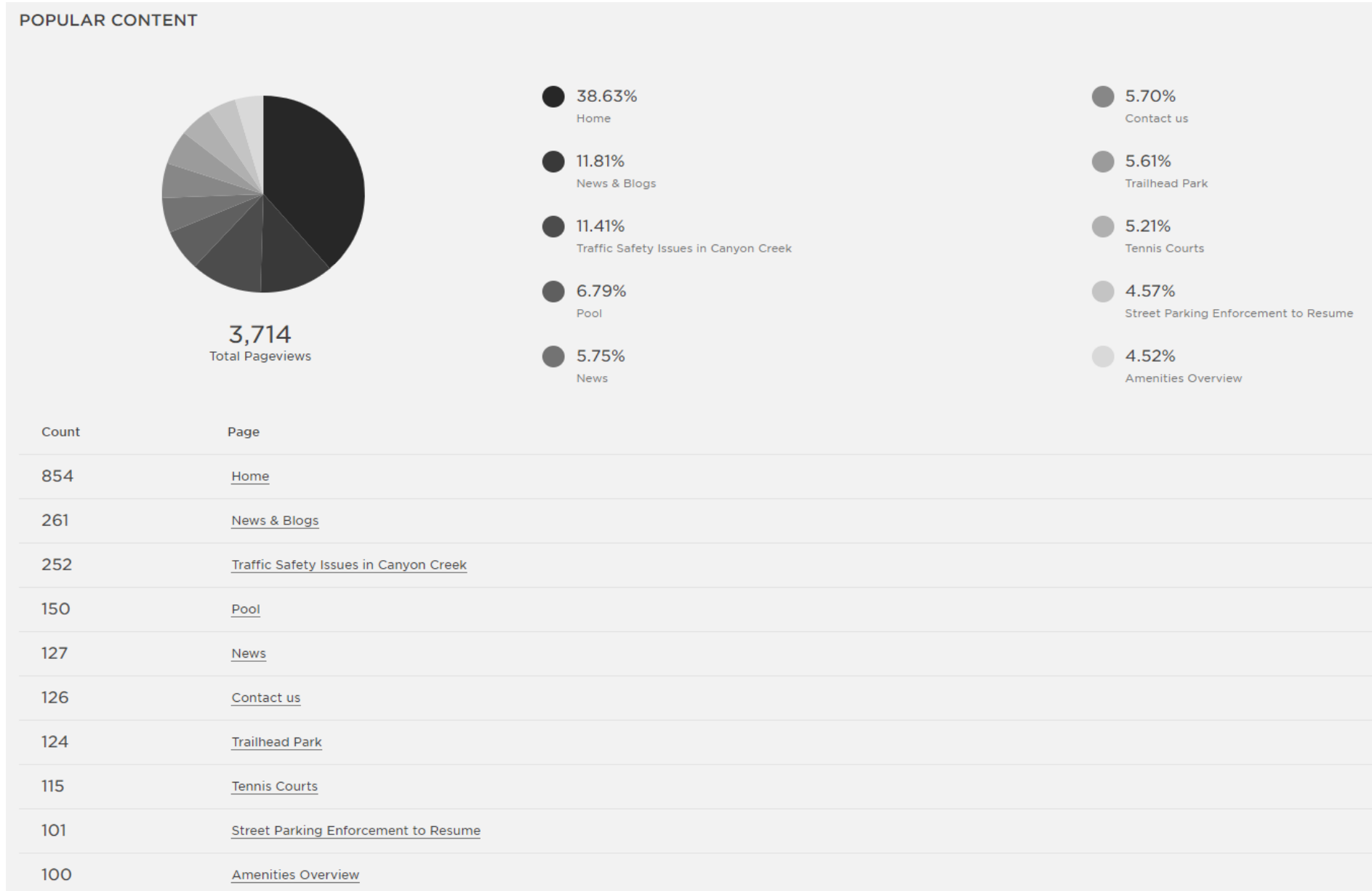


iOS	2,821 (38%)
Windows	2,684 (36%)
Android	854 (11%)
macOS	729 (10%)
Others	358 (5%)

E) Report of Committees

5) Internet Communication Committee (Dave Marshall)

a) canyoncreek.net Popular Content



E) Report of Committees

5) Internet Communication Committee (Dave Marshall)

b) Facebook Utilization Last 28 Days

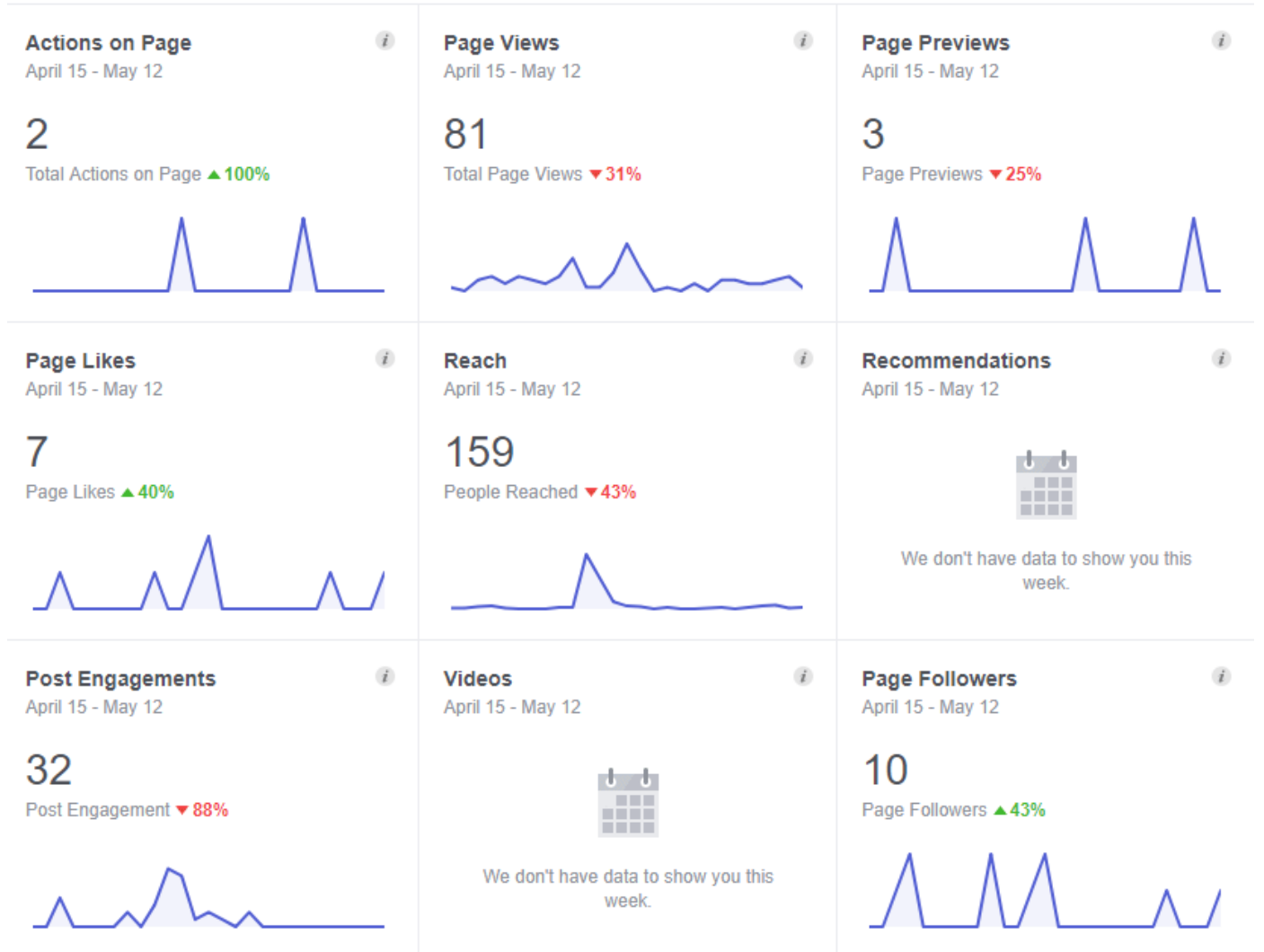
Page Summary Last 28 days ↕

Export Data ↕

Results from Apr 16, 2018 - May 13, 2018

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

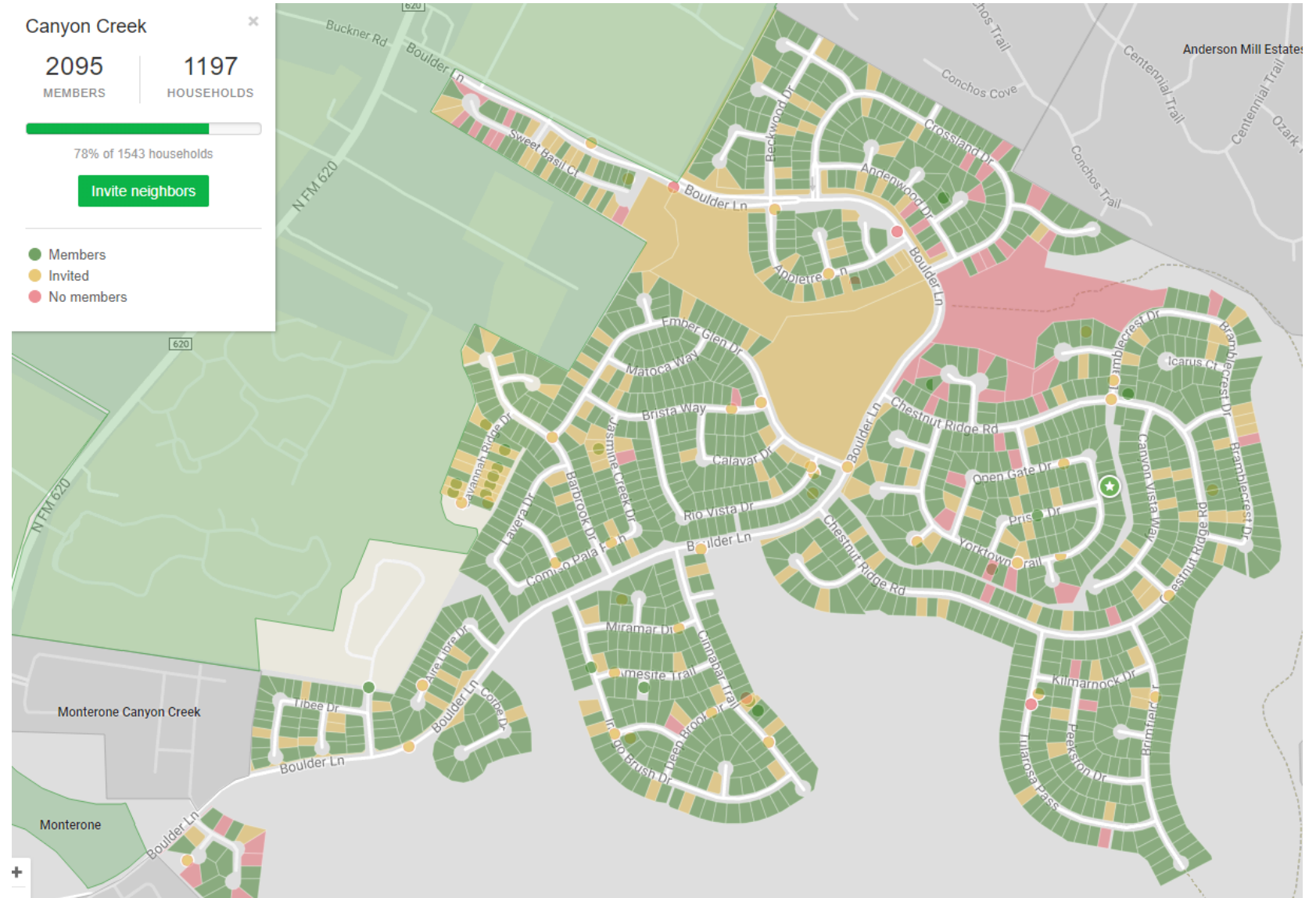


E) Report of Committees

5) Internet Communication Committee (Dave Marshall)

c) Nextdoor:

- Used by residents
- Not the official HOA site
- Board Members monitor it for trends
- HOA posts will generally point to the HOA website
- Spectrum can send official notices and point to the HOA website.



E) Report of Committees

6) Greenbelt / Firewise Committee (Cheng Wooster/ Dave Marshall)

- Successful April 28/29 Greenbelt / Firewise cleanup project (Cheng)
- Possible Board Actions:
 - Motion to change policy to allow “Member Led Greenbelt / Firewise Cleanup” projects
 - Minor change to ARC form
 - Website form for Home Owner Greenbelt / Firewise Application (template shown here may be modified after legal review)
 - Members ultimately responsible for liability
 - May hire a contractor / arborist to assist
 - Requires members to get ARC approval before ANY action taken by homeowner

CANYON CREEK HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE APPROVAL APPLICATION

Applicant Name: _____ Hm Ph: _____

Address: _____ Wk Ph: _____

Email: _____ Cell Ph: _____

1. Approval Requested (Please check one)

- | | |
|--|--|
| <input type="checkbox"/> Fence Replacement (Exact) | <input type="checkbox"/> Landscape, Walkways, Beds |
| <input type="checkbox"/> Fence - NEW | <input type="checkbox"/> Irrigation |
| <input type="checkbox"/> Deck or Patio | <input type="checkbox"/> Pool or Spa |
| <input type="checkbox"/> Room/Garage Addition | <input type="checkbox"/> Playscape |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Satellite Dish |
| <input checked="" type="checkbox"/> Greenbelt / Firewise | |

Home Owner Greenbelt / Firewise Application

The HomeOwner Homeowner's name at address Homeowner's street address request that the Canyon Creek Architectural Review Committee to approve a Firewise maintenance plan in compliance with the Canyon Creek Firewise guidelines at <http://www.canyoncreek.net/firewise/> to remove # trees and / or vegetation that is "dead and down", "dead and at risk damaging private property", and "ladder fuels" up to a distance of 50 feet onto the HOA greenbelt property adjacent to the homeowner's property to embrace support for the Canyon Creek's Firewise program. This authorization expires 3 months after signature by the Canyon Creek Architecture Review Committee.

By signing below, the homeowner agrees to hold the Canyon Creek HOA, the Canyon Creek ARC, and the Canyon Creek's management company harmless in cases of injury, death, or property damage. The homeowner is responsible to repair any property damage caused by the homeowner, volunteers, or contractors.

Homeowner's signature ,
Architecture Review Committee's signature .

(Optional if Contractor / Arborist is hired by the homeowner to assist)

The Canyon Creek HOA authorizes Arborist / Contractor Name as a licensed and insured arborist to perform work on behalf of the homeowner in compliance with the Canyon Creek Greenbelt / Firewise guidelines at <http://www.canyoncreek.net/firewise/> as described above.

By signing below, the contractor agrees to hold the Canyon Creek HOA, the Canyon Creek ARC, and the HOA's management company harmless in cases of property damage, injury, or death.

Arborist / Contractor's License number ,
Arborist / Contractor's Signature / Date .

E) Report of Committees

7) Traffic Committee (Randy Lawson)

- RM 620 Improvements / CAMPO - Status
- Parke 27 – No new status

F) Election of Officers / Members

- Election of Officers
 - According to Bylaws Article 6, Section 2
 - Current board officers:
 - President – Open (Russ Jakala acting)
 - Vice President – Russ Jakala (Incumbent)
 - Treasurer – Brett Funderburg (Incumbent)
 - Secretary – Cheng Wooster (Incumbent)
 - Nominations from board

G) Unfinished Business

- Bathhouse / Community Center renovation project update
 - Resolution will require everyone to Work Toward a Consensus.

Bathroom / Community Center renovation project update (page 1 of 10)

- We heard the feedback:
 - Key objectionable elements for options 1 or 2 presented at Annual meeting were:
 - Conflicting support for “Meeting Room” (some loved the idea, some not).
 - Concerns over increased maintenance costs
 - Concerns over parking and traffic
 - Concerns over construction costs
 - Concerns that inadequate contingencies were withheld to cover construction
 - Total project cost, \$400 additional special assessment
 - Key objectionable elements for option 3 and 4 were:
 - Does not resolve key issues (moisture, dirt, dust, maintenance, appearance) with existing Bathroom within the next year
 - Intermediate fixes are not a good long term use of membership capital reserves

Bathhouse / Community Center renovation project update (page 2 of 10)

- Option 3 & 4 do not provide a resolution opportunity though this year's 2018-19 construction window.
- Option 4 is not viable as even its best assumptions do not adequately resolve maintenance issues.
 - The existing roofline / walls would still present water infiltration issues into public areas.
 - Even if walls were extended to reduce dust and dirt infiltration, extensive lighting and ventilation changes would be required.
 - The existing roofline does not provide an adequate coverage over storage areas to protect electrical and electronic equipment.
 - The electrical services (lights, outlets, services panels) all need to be replaced due to existing water damage.
 - The existing plumbing chase would still be exposed to the elements which requires a higher level of maintenance.

Bathhouse / Community Center renovation project update (page 3 of 10)

A new cost reduced option is being developed (called Option 2.5) that will address the declared objections:

- Meeting room eliminated in lieu of a covered patio
- Operational maintenance costs reduced
 - Elimination of winterization / de-winterization requirements over today's facility
 - Dramatically reduced water / dust / debris infiltration over today's facility
 - Energy requirements similar to current facility
- \$400 special assessment requirement reduced to \$250 into two payments of \$125 in September 2018 and January 2019
 - Preliminary estimate based on 5% contractor contingency + 17% HOA held contingency

Bathroom / Community Center renovation project update (page 4 of 10)

New design will have the following features.

- Covered patio will cover the entire back “Stonehenge” arch area
 - Patio will allow for unscheduled “out of the sun” use
 - Patio style furniture
- Restrooms with forced air ventilation
- Simpler construction plan, but retains some of the exterior shape of originally proposed elevation / roofline (option 1)

Bathhouse / Community Center renovation project update (page 5 of 10)
North Elevation of Community Center

New Drawing to be available approximately July 15th



- Open patio view. (Iron gate remains in its current location or will be moved to front face of building.)
- Building faces will be painted and sealed CMU instead of limestone veneer / stone.

Bathhouse / Community Center renovation project update (page 6 of 10)
Southeast Elevation of Community Center

New Drawing to be available approximately July 15th



- Meeting room removed, but covered patio remains
- New CMU columns will be 4" steel pipe
- Wing ends of building will be painted CMU
- Railing removed, not needed and not required by code with existing design.

Bathhouse / Community Center renovation project update (page 7 of 10)

Revised Schedule to support Option 2.5 – Covered Patio Design

2018									2019							
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	
Tennis & BB Courts Open						Tennis & BB Courts Open Parking and Events Limited					Tennis and BB Courts Open					
Pool Season Open						Early Pool Close	Normal Seasonal Pool Closure					2019 Pool Season Open				
Annual Meeting	Building Redefined		Board Vote, Contract to be Signed	Special Assess.					Special Assess.							
Pre-Const Service Contract Signed			Permitting			Primary Construction					HOA Post Const					
	5/3 Geo-Tech Contract Signed											Furniture Fixtures Décor	New Bathhouse / Community Center Opens			

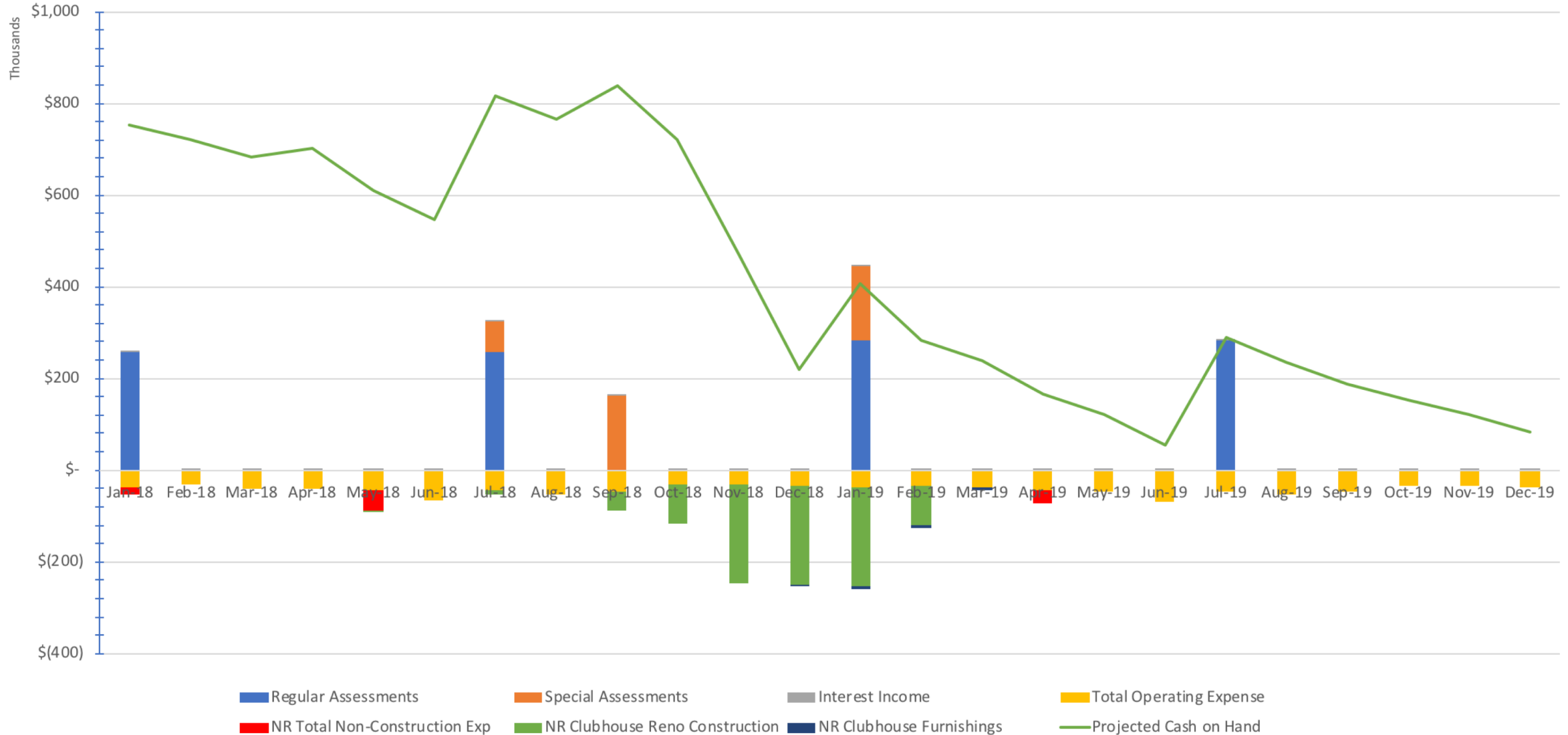
Bathhouse / Community Center renovation project update (page 8 of 10)

Cost Comparison	Option 1	Option 2	Option 2.5*	Savings 1 → 2.5
Estimated Construction Cost	\$876,000	\$821,000	\$714,950	\$161,050
Permitting (Estimate)	\$4,667	\$4,667	\$3,288	\$1,379
Permitting Handling / Expediting (Est.)	\$1,000	\$1,000	\$5,000	(\$4,000)
Geo-Tech Survey	\$0	\$0	\$3,810	(\$3,810)
Architectural Costs	\$57,900	\$57,900	\$35,000	\$22,900
Sub-Total	\$939,567	\$884,567	\$762,048	\$177,519
Canyon Creek Held Contingency	12%	12%	17%	
Total After Contingency	\$1,052,315	\$990,715	\$891,596	\$160,719
Number of Members	1293	1293	1293	
Cash Reserves	\$400,000	\$400,000	\$400,000	
Jan 2017 Est Special Assessment	\$193,950	\$193,950	\$193,950	
Remaining Balance	\$458,365	\$396,765	\$297,646	\$160,719
Minimum Special Assessment	\$354	\$307	\$230	

- Estimated Construction Cost contains a 5% pre-bid contingency which will be adjusted prior to contract.
- Canyon Creek Held Contingency will be adjusted [down?] prior to contract.

Bathhouse / Community Center renovation project update (page 9 of 10)

2018 - 2019 Actual / Projected Cash Flow with Reserves



Bathhouse / Community Center renovation project update (page 10 of 10)

- Member comment period restricted to
 - 2 minutes each
 - Bathhouse / Community Center Renovation project only
 - Other topics will be covered at the end of the meeting as time allows
 - Frame comments
 - Positively and constructively (not just what you do not want) and,
 - With the perspective of the neighborhood at large.
- Possible Board Actions:
 - Discussion
 - Motion to Complete Architectural Work for option 2.5, Geo-Tech Study, Release for bid
 - Motion to postpone contract signage until next BoD meeting (July 16th, 2018 or later) pending:
 - Architectural Completed Architectural Work,
 - Geo-Tech Study
 - Bid Results

H) New Business (page 1 of 2)

- As identified in meeting.

I - 1) Member Comment Period

- Member comment period
 - Restricted to topics and comments not previously covered
 - Limited to 2 minutes / member-household
 - First 10 to sign up.
 - Hard stop at 9:30

I) Adjourn



Backup Slides

- Active Committees

Active Committees / Liaisons

Committee	Chair	Members
Architecture Review Committee	John Conners	Dave Marshall
Bathhouse / Community Center Remodeling Project Committee	Mark Weaver	Russ Jakala, Brett Funderburg, Jetti Nasrallah
City of Austin Committee / Liaison	Randy Lawson	
Community Center Committee	Jetti Nasrallah	
Community Projects Committee	Russ Jakala	
Crime and Safety	Randy Lawson	Mark Weaver
Greenbelt / Firewise Committee	Cheng Wooster	Dave Marshall
Internet Communication Committee	Dave Marshall	
Traffic Committee	Randy Lawson	Dave Marshall