

Canyon Creek Home Owners' Association Board of Directors Meeting

July 16th, 2018 – 7pm
Church at Canyon Creek

Clarifications, corrections & changes made to this presentation
at the meeting and following are note with *this font*.

Canyon Creek Board of Directors Meeting Agenda for July 16th, 2018

1. Call to Order
 - A. Reminder for Code of Conduct
 - B. Request to Comment Signup
2. Reading of the Minutes
3. Management Agent and Officer Reports
 - A. New Property Manager
 - B. Budget & Cash Reserves
 - C. Violation Summaries and Reports
 - D. Member Registrations / Communications Report
 - E. Treasurer Report (Brett)
 - I. 2015/2017 Audits
 - II. 2017 1120-H Federal Income Tax Return for HOAs
 - III. Operational & Cash Reserves Projections
4. Committee and Workgroup Reports
 - A. Architecture Review Committee
 - B. Community Center Remodeling Project Committee
 - C. Community Projects Committee
 - D. Crime & Safety Committee
 - E. Events
 - F. Greenbelt / Firewise Committee
 - G. Internet Communication Committee
 - H. Traffic Committee
5. Unfinished Business Business;
 - A. Bathhouse / Community Center renovation project
 - I. Project update
 - II. The board will consider and may take action regarding a special assessment to fund the remainder of the project.
 - B. Motions for policy change to 3-step compliance process
 - C. Policy Changes for Resolution Adopting a Metal Roof Installation policy for Canyon Creek HOA
 - D. Policy Change to allow for bagged yard debris to be set out Saturday through pickup on Wednesday.
6. New Business
 - A. Political Signage
7. Additional Comment Period
8. Adjourn

A) Call to order



1.A) Meeting Code of Conduct

A reminder as we start tonight's business meeting:

- This is an Association Board of Director's open business meeting. The definition of an open business meeting means that members of the Association are here to observe the Board transact the business of the corporation.
- Comments must be made during the Homeowners designated comment periods within the agenda. That time is the opportunity for the members to ask questions and make comments.
- Each time a member speaks, we ask that you please state your name and address. We will incorporate your questions and comments and record them in the transcript of the Owners' designated comment periods.
- We also ask that you hold your comments to no more than 2 minutes and ask your questions one at a time.
- We ask that you keep your remarks civil and respectful towards your fellow members and the board.

1.B) Request to Comment Signup

- Please use sign-up sheet at the rear of the room to request a 2-minute speaking opportunity on a particular topics. Include your Name, Street Address, Email Address, Phone Number, Topic.
- Your 2-minute comment period is at the discretion of the board and may be cut short (especially if off-topic or disrespectful to board or members) or extended.
- Please frame comments positively and constructively with the perspective of the neighborhood at large.
- Grouped on the agenda by topic:
 - 5A) Bathhouse / Community Center Remodeling Project
 - 5B) Resolution Adopting a Policy Change for 3-step Fine Process
 - 5C) Resolution Adopting a Policy for the Installation of Metal Roofs
 - 6) New Business
 - All remaining topics – To be covered at the end of the meeting
- Extend your influence by joining a work group that contributes to a particular topic.

2) Reading of the Minutes



- From May 14th, 2018 meeting

3) Management Agent and Officer Reports

- A. Introduction of Candace *Davison* (Spectrum Association Management) as our new Canyon Creek Community Manager
- B. Budget & Cash Reserves
- C. Violation Summaries and Reports
- D. Member Registrations / Communications Report
- E. Treasurer Report (Brett)

3) Report of Committees

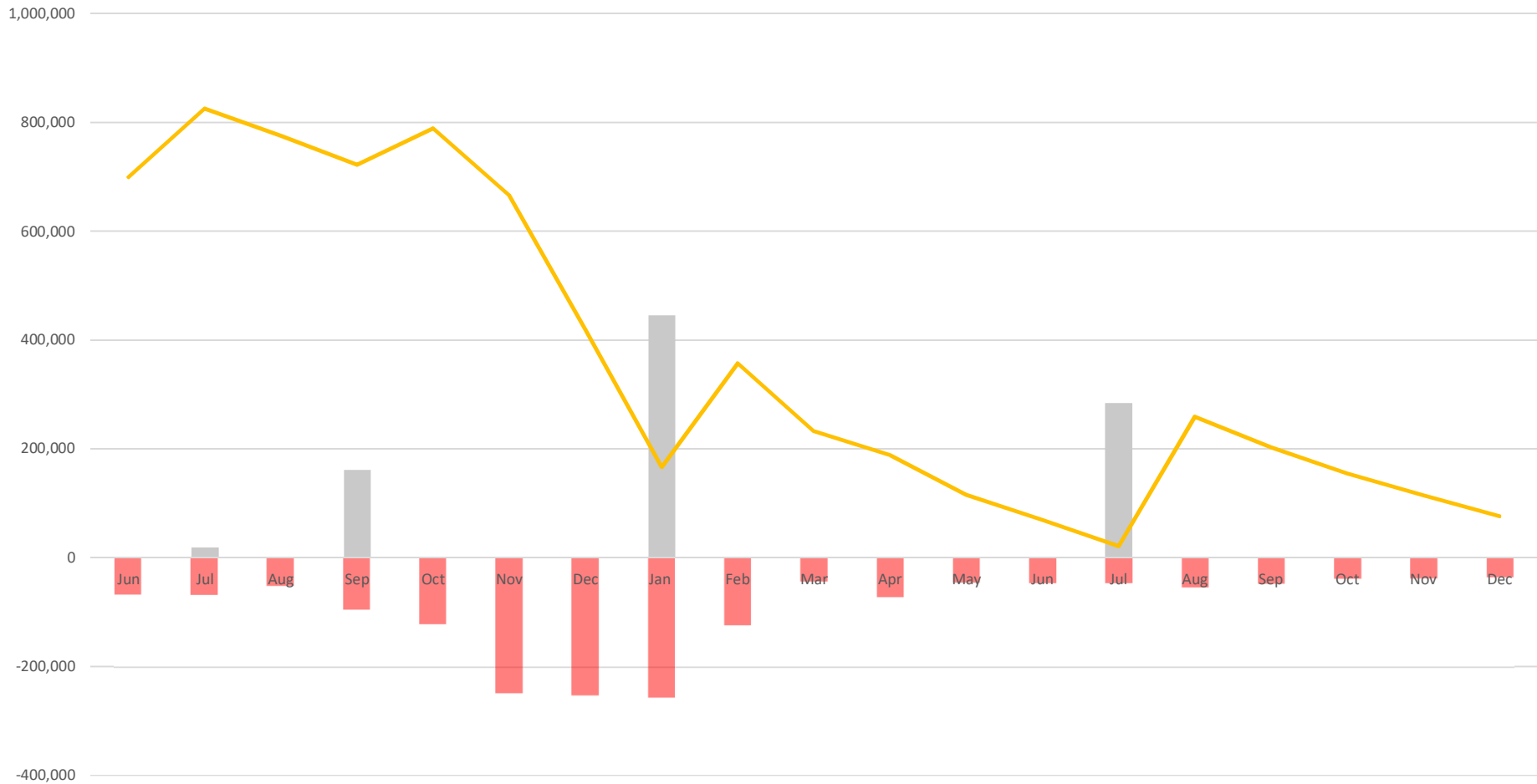
E) Treasurer's Report (Brett)

I. 2015 / 2017 Audit – Completed, pending signature

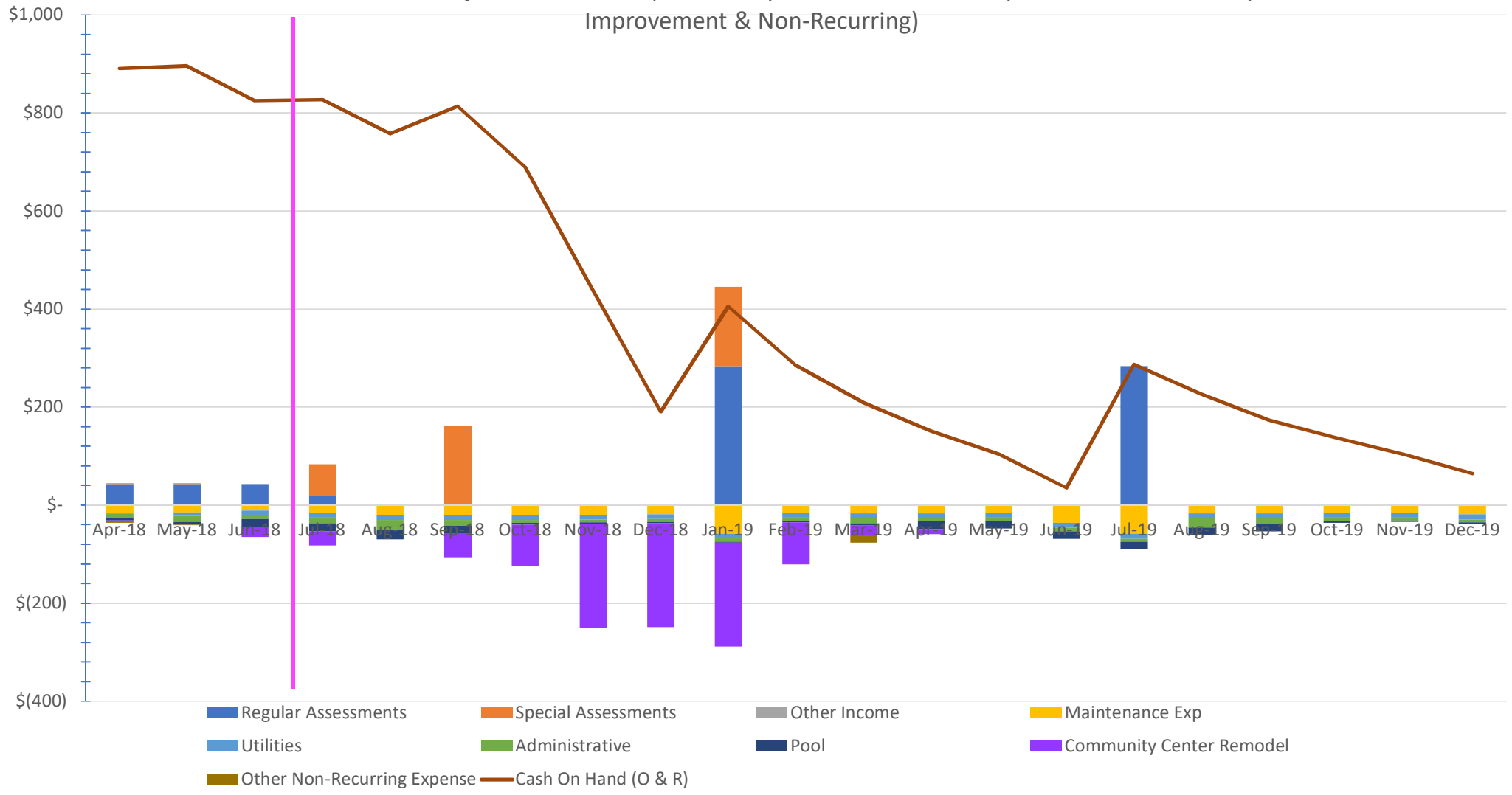
II. 2017 1120-H Federal Income Tax Return for HOAs

III. Operational & Cash Reserves Projections

3) Report of Committees
E) Treasurer's Report (Brett)
iii) Operational & Cash Reserves Projections



2018 - 2019 Actual / Projected Cash Flow (includes Operational, Reserves, Special Assessments, Capital Improvement & Non-Recurring)



4) Committee and Work Group Reports

	Committee or Work Group	Chair	Members
A	Architecture Review Committee	John Conners	Dave Marshall, <i>Laurie Fischer, Gladys Poorte</i>
B	Bathhouse / Community Center Remodeling Project	Mark Weaver	Russ Jakala, Brett Funderburg, Jetti Nasrallah
C	City of Austin Liason	Randy Lawson	
D	Community Center	Jetti Nasrallah	
E	Community Projects	Russ Jakala	
F	Crime and Safety	Randy Lawson	Mark Weaver
G	Events	Cheng Wooster	
H	Greenbelt / Firewise Committee	Cheng Wooster	Dave Marshall
I	Internet Communication	Dave Marshall	
J	Traffic	Randy Lawson	Dave Marshall

Please contact the committee / work group chair (see <http://www.canyoncreek.net/volunteer-committees>) or board@canyoncreek.net if you wish to participate in a committee or working group.

4) Committee and Work Group Reports

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

1) ARC 2018 YTD Activity Summary

YTD Submitted	Approved	Average Response Time in Days for those approved		
33	29	13		
			3 Declined	
			15 Approved	
			6 Approved with conditions	
			5 Approved with info	
			1 More Info Needed (Neighbor Sign-offs)	
			30 Total Processed in this time period	
			3 In Process	
Notes:	3 awaiting approval by ARC			

4) Committee and Work Group Reports

B) Community Center Remodeling Project Work Group (Mark)

- Will be covered under “5)A) Unfinished Business”.

4) Committee and Work Group Reports

C) City of Austin Work Group (Randy)

- Nothing this meeting – chart hidden.

4) Committee and Work Group Reports

D) Community Center Work Group (Jetti)

- Looking for backup coverage Amenity Center Director activities.

4) Committee and Work Group Reports

E) Community Projects Work Group (Russ)

- Mowing of Zone 2 area between Appletree and Canyon Creek Elementary was done early June.
 - Cost effective response for quote from Perfect Cuts
- Southeast entrance cleanup
 - Last mowed by CoA on July 11th
 - Need edging, blowing, and trash pick-up,
 - Need tree well saplings cut.
 - Call for volunteers for edging, blowing, and trash pick-up.
 - Board may hire Perfect Cuts for limb clearing.
 - To be scheduled

4) Committee and Work Group Reports

F) Crime and Safety Work Group (Randy)

• **Cameras at Community Center**

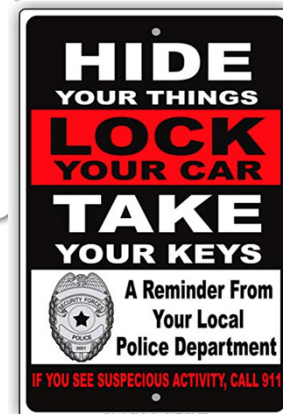
- One driveway camera recently replaced due to age and lack of clarity/sharpness
- Other existing cameras refocused and adjusted for viewing specific areas
- Additional camera is being considered near the driveway entrance to provide close up view of all vehicles or pedestrians entering/leaving

• **Thefts / Robberies:**

- 3 more vehicle break-ins at Community Center parking lot on Sunday June 24th, 2018. Vehicle had tinted windows, front license plate missing, rear plate obscured
- How homeowners can help prevent crime:
 - HIDE your things, LOCK your car, TAKE your keys.
 - When at home, park your car in your garage.
 - **Call 911** to report any crime or other suspicious activities observed

• **Theft of Service – Unauthorized and Illegal Dumping at Community Center**

- The dumpster is sized for only for the Community Center needs and supporting cleaning services.
- On-going problem with unauthorized and illegal dumping of garbage, construction debris, and lawn/tree clippings both into and around the dumpster.
- Illegal/unauthorized dumping creates a health and safety hazard.
- The HOA will prosecute and/or fine violators.



4) Committee and Work Group Reports

G) Events (Cheng)

- End of Season - Pool Party
 - Cheng Wooster & Emily Jiminez are volunteer event coordinators
 - August 12, 2018 (4pm to 7pm)
 - Canyon Creek Pool
 - Budget allowance: TBD
- Winter Festival
 - Cheng Wooster & Valeria Bowers are volunteer event coordinators
 - Date TBD
 - Event to be located at Trailhead Park as the Canyon Creek Community Center will be closed due to construction.
 - Currently allowance: \$1800
 - \$1,250: Last years budget
 - \$260: Off-duty police presence (\$45/hr officer + \$20/hr car) * 4 hours
 - \$290: To be defined (Trailhead Park fee,,,))

4) Committee and Work Group Reports

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

- Member Led Greenbelt / Firewise Cleanup application is on-line at <http://www.canyoncreek.net/memberfirewisegreenbeltapplication>
 - Members ultimately responsible for liability
 - May hire a contractor / arborist to assist
 - ARC approval required before ANY action taken by member homeowner
- Next Greenbelt / Firewise cleanup project to be scheduled between August 1st and August 12th before August 13 large brush pick up.
 - Highest Risk: South-facing arc of Tularosa Pass near the south end of Brimfield Drive
 - On-going Projects:
 - Zone 2: Ladder fuels, Dumping & Encroachment: Green Ribbon that runs Boulder Lane, Canyon Vista Way cul de sac, to Chestnut Ridge
 - Zone 2: Appearance: Behind Appletree to CCE and Appletree to Canyon Creek Community Center.
- Retention pond maintenance strategy being evaluated.
 - What can we get reliably covered by CoA?



4) Committee and Work Group Reports

l) Internet Communication Work Group (Dave)

1. Internet communication trends:

- CanyonCreek.net Utilization
- Facebook.com Utilization
- NextDoor.com
- SpectrumAM.com and spectrum.cincweb.com Utilization (Candice)

2. Internet communication changes:

- CanyonCreek.net – FAQ Prototype Project (Mark)

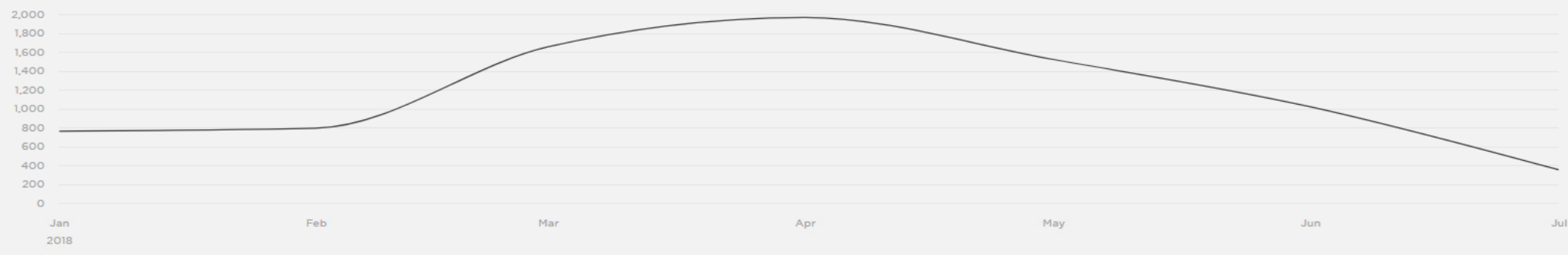
Unique Visitors
7,402
+ 29.2% yr/yr

Visits
8,065
- 2.0% yr/yr

Pageviews
24.1k
+ 34.2% yr/yr

4.I.1) CanyonCreek.net Utilization YTD to July 2018

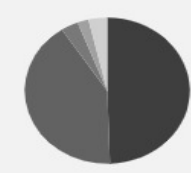
Visits by month (Mon, Jan 1-Tue, Jul 10, 2018)



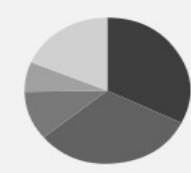
Visits by DEVICE TYPE



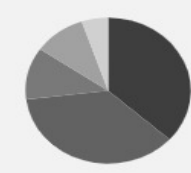
Visits by SOURCE



Visits by BROWSER



Visits by OPERATING SYSTEM



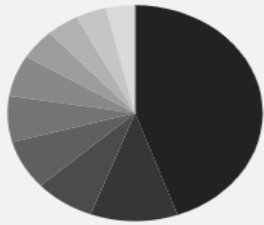
- Desktop
4,127 (51%)
- Mobile
3,264 (40%)
- Tablet
641 (8%)
- Unknown
33 (0%)

- Direct
3,911 (49%)
- Google
3,264 (41%)
- Facebook
271 (3%)
- Bing
173 (2%)
- Others
289 (4%)

- Chrome
3,271 (32%)
- Mobile Safari
3,220 (32%)
- Chrome Mobile
1,096 (11%)
- Safari
669 (7%)
- Others
1,891 (19%)

- iOS
3,706 (37%)
- Windows
3,675 (36%)
- Android
1,162 (12%)
- macOS
1,029 (10%)
- Others
524 (5%)

POPULAR CONTENT



3,079
Total Pageviews

- 44.60% Home
- 11.07% Pool
- 7.61% News & Blogs
- 7.39% Amenities Overview
- 6.90% Traffic
- 6.19% Contact us
- 4.55% Trailhead Park
- 4.12% Tennis Courts
- 3.90% Community Overview
- 3.68% Trails

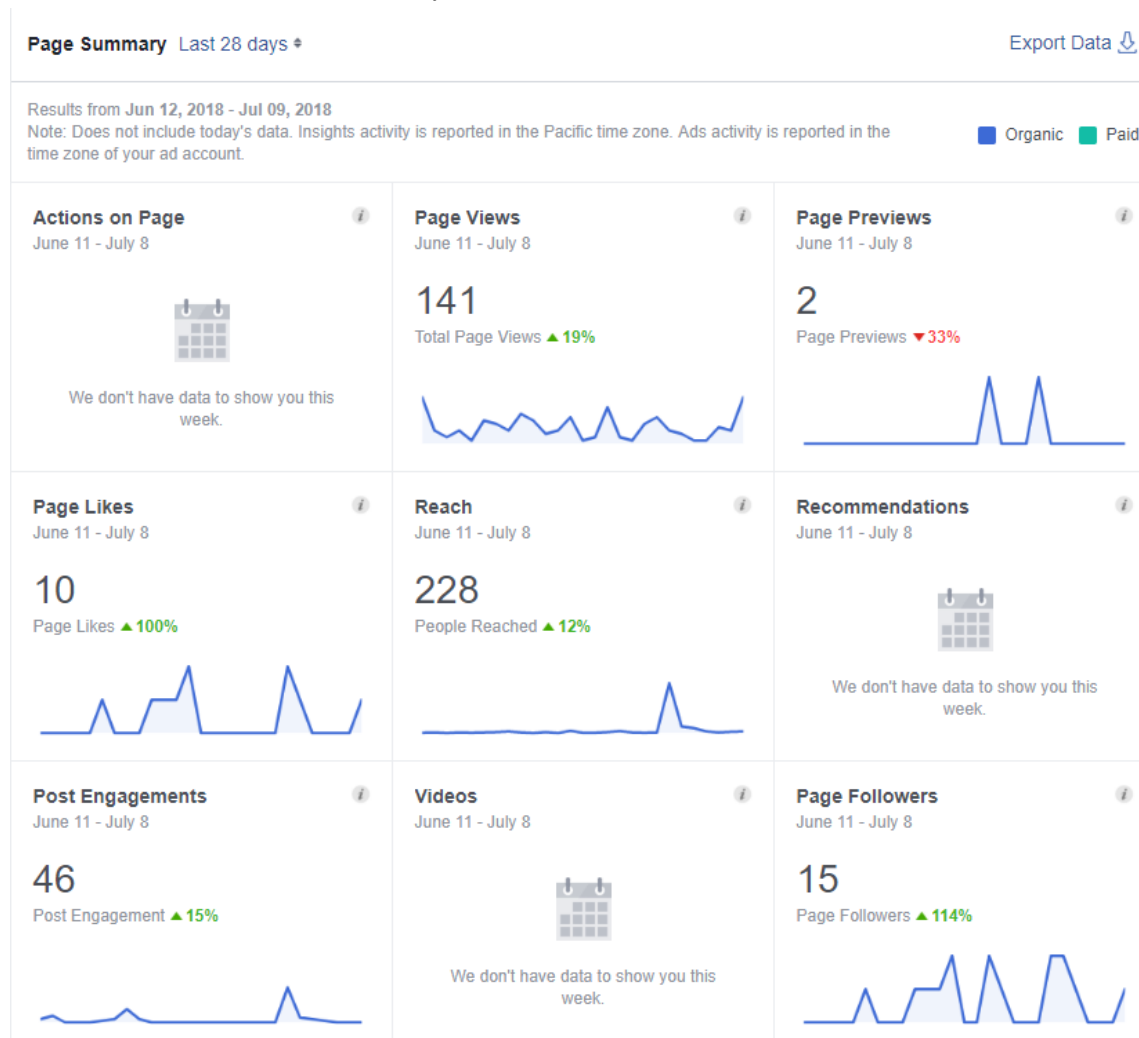
Count	Page
814	Home
202	Pool
139	News & Blogs
135	Amenities Overview
126	Traffic
113	Contact us
83	Trailhead Park
75	Tennis Courts
71	Community Overview
67	Trails
67	Resident Information
58	News
57	Board of Directors
53	May 14 Q2 CCHOA Meeting Slides and Bathhouse Renovation Update

4.I.1) CanyonCreek.net Utilization Popular Content

4.I.1) Facebook Utilization Last 28 Days

Observation:

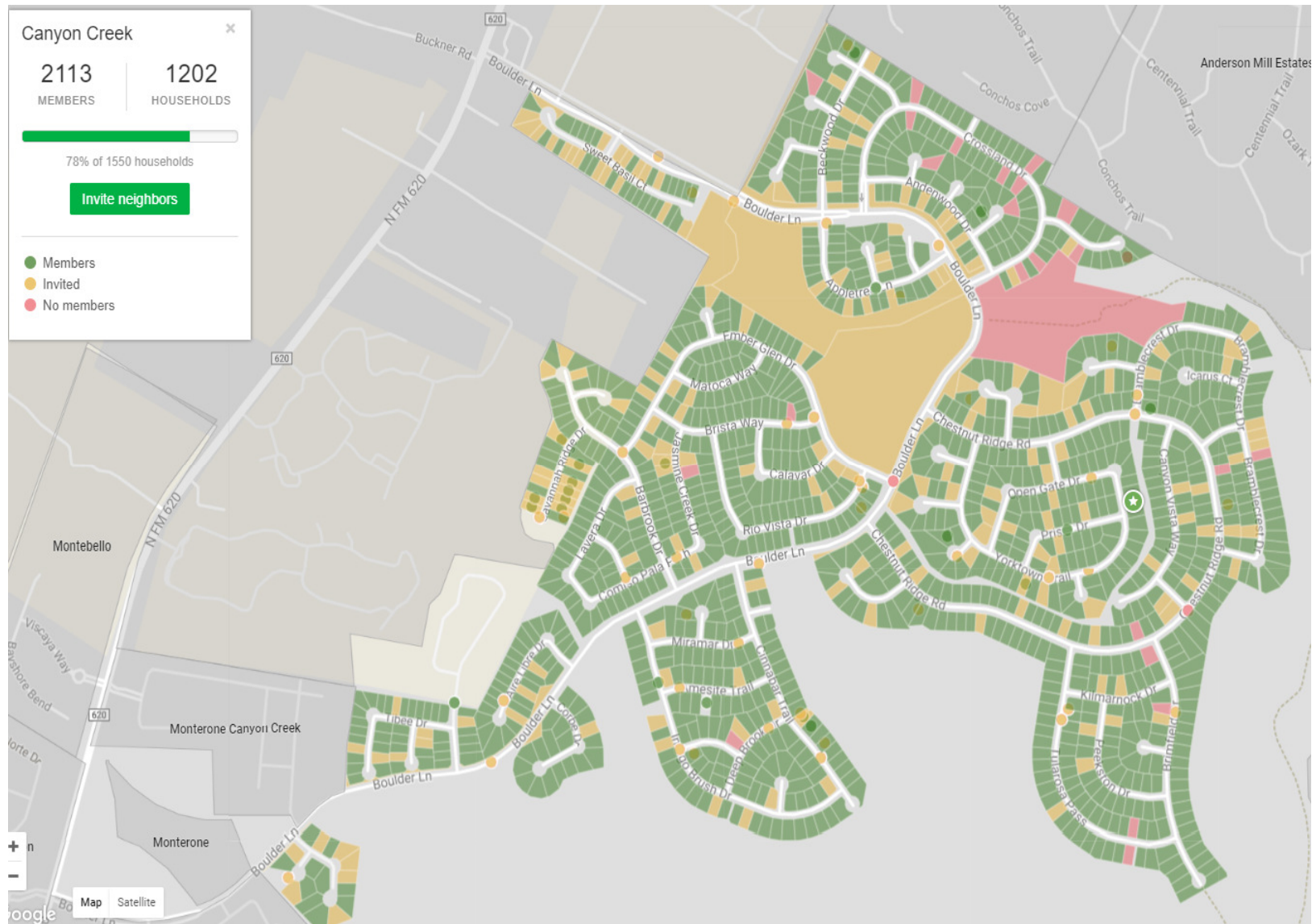
- FB does not get as many views as Nextdoor.
- Nextdoor has a broader reach.



4.1.1)

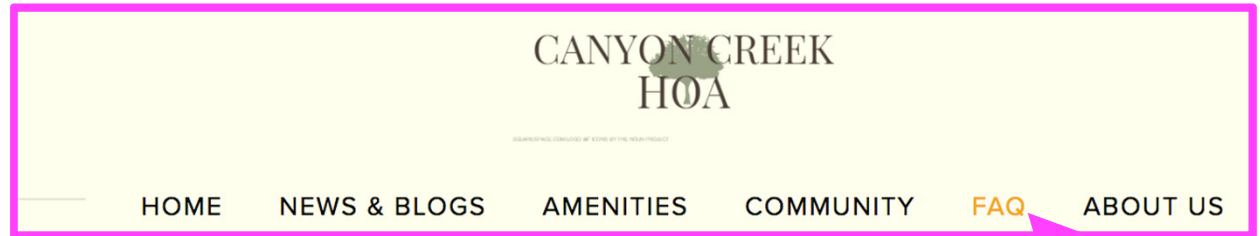
Nextdoor:

- Since last update in May members went from 2095 to 2113
- Pervasively used by residents.
- Not the official HOA site
- Only used by board to help identify relevant to Canyon Creek & board level trends and needs.
- Any posts by the HOA board will generally point to the HOA website



- 4) Committee and Work Group Reports
- 1) Internet Communication Committee
- 2) FAQ Prototype Project

77 FAQs (Frequently Asked Questions) added to www.canyoncreek.net



17 Categories	Number	Link - should be guessable
Assessments	5	http://www.canyoncreek.net/assessments/
Crime and Safety	3	http://www.canyoncreek.net/crime-safety/
Committees	3	http://www.canyoncreek.net/committees/
Community Center	1	http://www.canyoncreek.net/community-center/
Dumping	6	http://www.canyoncreek.net/dumping/
Fines	5	http://www.canyoncreek.net/fines/
Fire Risk & Fireworks	3	http://www.canyoncreek.net/fire-risks-and-fireworks/
Fire Stations	4	http://www.canyoncreek.net/fire-stations/
Mowing and Landscaping	0	http://www.canyoncreek.net/mowing-and-landscaping/
Parking	3	http://www.canyoncreek.net/parking/
Payment Options (of Assessments)	3	http://www.canyoncreek.net/payment-options/
Pets and Animals	9	http://www.canyoncreek.net/pets-and-animals/
Pool (w/ Rules)	4	http://www.canyoncreek.net/pool-1/
Schools	3	http://www.canyoncreek.net/schools/
Signs	4	http://www.canyoncreek.net/signs/
Traffic	10	http://www.canyoncreek.net/traffic/
Trash, Recycling & Yard Trimmings Disposal	11	http://www.canyoncreek.net/trash-recycling-yard-trimmings-disposal/
Total as of June 16th, 2018	77	

4) Committee and Work Group Reports

J) Traffic Work Group (Randy)

- RM 620 Improvements / CAMPO – No new news since last HOA board meeting
- Proposed Parke 27 Shopping/Retail Center on RR 620
 - Developer resubmitted new site plans to the city in June 2018
 - June 29, 2018: Rep's from Canyon Creek, Grandview Hills, River Place & Long Canyon met with the developer and city staff to review/discuss project details (other meetings to follow)
 - So far, the developer has been cooperative and has agreed to meet every demand of the neighborhood groups relating to traffic safety and environmental concerns
- Traffic Calming on Boulder Lane
 - 2 DSDD (Dynamic Speed Display Device) units (aka Radar Speed Signs) installed
 - Locations: A) on Boulder near pool/tennis court entrance; B) at Boulder/Savannah Ridge
 - Preliminary Results from Data Obtained from DSDD's
 - (To Follow)



5) Unfinished Business

- A. Bathhouse / Community Center renovation project update
- B. Resolution Adopting a Change to 3-step compliance process
- C. Resolution Adopting a Metal Roof Installation policy for Canyon Creek HOA
- D. Change to allow for unbundled yard trash posted on <http://www.canyoncreek.net/trash-recycling-yard-trimmings-disposal/>

5) Unfinished Business

A) Bathhouse Remodel - Objectives of Remodel Project

- Remodeled of existing Canyon Creek bathhouse to address safety, maintenance and usability issues:
 - Electrical service panel, outlets, switches and wiring
 - Year around plumbing freeze protection
 - Cleaner with a reduced cleaning effort. Dramatically reduced water / dust / debris infiltration over today's facility
 - Energy requirements similar to current facility
- Version 2.5 (known as V2.0 to architect) is a simplified design to reduce / special assessment to members
 - Better utilization of bathroom / shower space to create storage for porter, lifeguards, swim team and HOA equipment.
 - Center meeting room design deleted from v1.0 design in leu of open covered patio

5) Unfinished Business

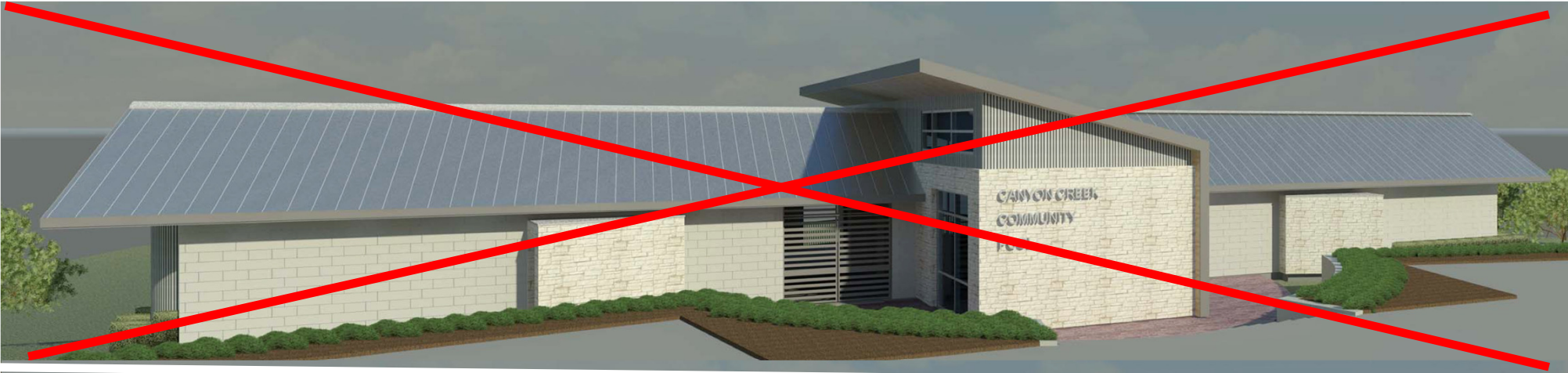
A) Bathhouse Remodel - Brief Recent History of Project

- ...
- Jan 2017 (BoD): Approval for \$100 special assessment
- Feb 2018 (Annual Meeting): Feedback of construction bids
- Feb 2018 (Town Hall Meetings): Significant feedback from membership to reduce cost and simplify design
- Mar thru July: Evaluation of redesign options
- Apr 2018 (BoD meeting):
 - Proposed design option 2.5 (Covered Patio in leu of Meeting Room, \$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
 - Approved of funding for Redesign and GeoTech study
- Jun 2018: GeoTech study drilling completed to confirm soil suitability → suitable for requirements
- Jul 2018: Permit expediting company retained.
- Jul 2018: 80% Drawing set from architect, structural engineer, and MEP sent to board and Gilger Construction for bid analysis.
- ...

5) Unfinished Business

A) Bathhouse Remodel - West Elevation of Community Center

Design Option 1



New Design Option 2.5
Shown on BPA prints V2.0



- 5) Unfinished Business
- A) Bathhouse Remodel - East Elevation of Community Center

Design Option 1

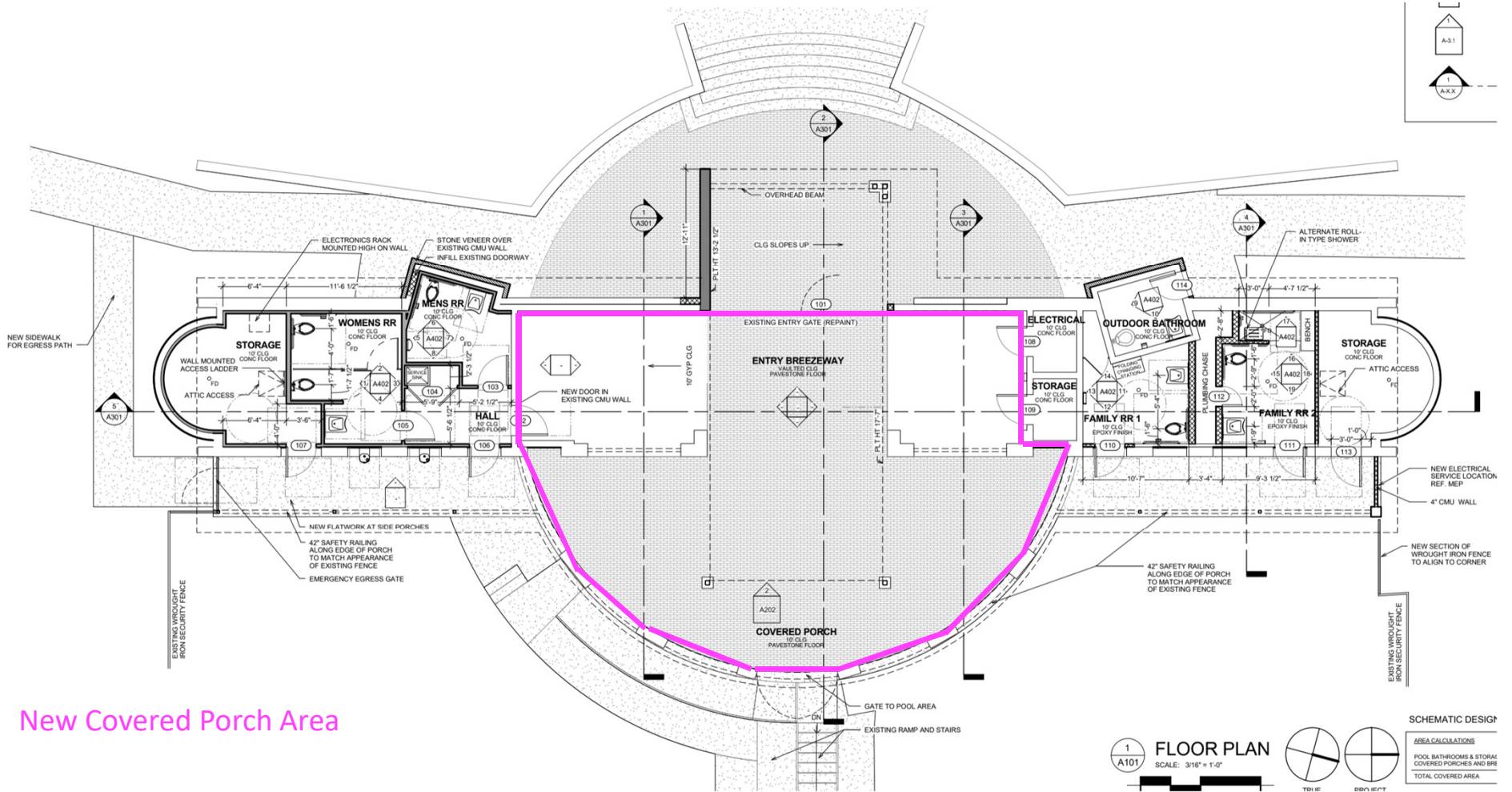


New Design Option 2.5
Shown on BPA prints V2.0



5) Unfinished Business

A) Bathhouse Remodel - Floor Plan of Community Center



New Covered Porch Area

1
A101

FLOOR PLAN
SCALE: 3/16" = 1'-0"

SCHMATIC DESIGN

AREA CALCULATIONS
POOL BATHROOMS & STORAGE
COVERED PORCHES AND BREEZEWAY
TOTAL COVERED AREA

5) Unfinished Business

A) Bathhouse Remodel - High Level Schedule

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 (Land Answers)		Primary Construction						HOA Post Const					
5/3 Geo-Tech Contract Signed												Furniture Fixtures Décor	New Bathhouse / Community Center Opens			

5) Unfinished Business

A) Bathhouse Remodel – “To Go” Cost Estimate Updates, Contingency Plan, and Assessment Plan

To Go Cost Projections	Option 2.5* Estimate as of May 14 th , 2018	Option 2.5 Estimate as of July 15 th , 2018	Better / (Worse)
Estimated Construction Cost ^{*1 *2}	\$714,950	\$721,950	(\$7,000)
Permitting (Estimate)	\$3,288	\$1,500	\$1,788
Permitting Handling / Expediting (Est.)	\$5,000	\$3,700	\$1,300
Geo-Tech Survey	\$3,810	\$3,810	\$0
Remaining Architectural Costs ^{*3}	\$35,000	\$45,992	(\$10,992)
Sub-Total	\$762,048	\$776,952	(\$14,904)
Canyon Creek Held Contingency ^{*4}	17%	17%	
Total After Contingency	\$ 891,596	\$ 909,033	(\$17,437)
Number of Members	1293	1293	
Project Cash Reserves	\$400,000	\$400,000	
Jan 2017 Est Special Assessment	\$193,950	\$193,950	
Remaining Balance	\$297,646	\$315,083	(\$17,437)
Minimum Special Assessment	\$230	\$244	(\$14)
Planned Special Assessment ^{*5}	\$250	\$250	

*1 Estimated Construction Cost contains a 5% pre-bid contingency which will be adjusted (up or down) prior to contract.

*2 \$5K increase due to the elimination of an obtrusive set of CMU columns in the center patio space. \$2K increase for improved foam insulation in ceiling.

*3 Increase architectural cost estimated to be higher due to MEP & Structural Architectural changes. Not final and may be lower.

*4 Canyon Creek Held Contingency may be adjusted prior to contract.

*5 Current planned Special Assessment of \$250 over \$244 estimate is equivalent to **18.05%** Canyon Creek held contingency

5) Unfinished Business

A) Bathhouse Remodel - Resume Postponed Motion for Contract and Assessment

- **Resume of Motion for:**

- Approval to sign construction contract contingent on construction bid amount no greater than 107% of the current \$721,950 estimate amount AND,
- Approval to submit design and pay for permitting as estimated by expeditor AND,
- Approval to leverage the services of Land Answers for permit expediting services AND,
- Approval of \$250 Special Assessment / member household (split \$125 in ~~August~~ *September* 2018 and \$125 in January 2019) AND,
- Approval to close pool one month early (October 1st instead of November 1st) if contractor is ready to start construction.

- **Member question & comment period:**

- Restricted to only this motion and (and please position as either for or against the motion).
- 2 minutes each
- Please frame positively and constructively with the perspective of the neighborhood at large.

- **Board discussion**

- **Vote**

5) Old Business:
B) Resolution Adopting Policy Change for a 3-Step
Process Regarding Fines

CANYON CREEK HOMEOWNERS ASSOCIATION Policy Regarding Fines

The Board of Directors (the "Board") of Canyon Creek Homeowners Association (the "Association") has determined a policy regarding fines.

A fine policy was adopted by the Board on March 30, 2017. This policy is amended to incorporate all prior fine policies into this single document format. This single policy format supersedes any and all prior fine or fining policies. This policy is amended as noted at the end of this policy with revised effective dates.

Governing Document Citings:

- Texas Property Code Title 11, Chapter 209, §209.006 as of January 1, 2017;
- Second Restatement of Canyon Creek Master Declaration of Covenants, Conditions, Restrictions (the "Declaration") Article V, §5.4 and any subsequent revisions

Policy:

This policy applies to all violations of the Canyon Creek Restrictions as the term is defined in the Declaration. The Association uses fines to discourage violations of the Canyon Creek Restrictions and to encourage compliance when a violation occurs - not to punish violators or generate revenue for the Association. Although a fine may be an effective and efficient remedy for certain types of violations, or violators, it is only one of several methods available to the Association for enforcing compliance with the Canyon Creek Restrictions.

It is the intent of the Board that violations move through a three-step process of 1) Notice of Violation with Request to Correct, 2) Notice of Violation with Intent to Fine, 3) Notice of Violation with Fine Incurred.

The fine amount will be \$50 for the initial *violation* and increase in \$50 increments for each subsequent violation of the same *violation* type until cured. The maximum amount of any citation is \$500 (e.g. \$50, \$100, \$150...\$450, \$500, \$500, \$500...)

A *citation* is a violation notice issued for an instance of a new or a repeat violation.

A *violation type* is the associated rule or provision from the Canyon Creek Restrictions that has been cited in the *violation* notice.

A *violation type* is considered cured when six (6) months have expired from the most recent violation noticed and the Member is in compliance.

Procedure:

If the Member has not been given notice and a reasonable opportunity to cure the same or similar *violation type* in the preceding six (6) months, then the violation is a *new* violation and the notice will state a specific timeframe by which the violation must be cured to avoid a fine. A Member is entitled to seven (7) days from the date of postmark on the violation notice to cure a

violation. A Member may request additional time to cure a violation by contacting the Association Manager (or the Board if there is no manager.) Any such extension is granted in the sole judgement of the Manager or the Board.

If the same or similar violation has occurred within the previous six (6) months, then the violation is a *repeat* violation and a Member may be liable for fines without a period of time to cure. If a fine has been assessed, it will be noted in the violation letter and will be sent by certified mail.

If a Member has been notified of either a new violation or a repeat violation and the Member has *never* cured the violation, the Board may determine that such a circumstance is a *continuous* violation that warrants a levy of a fine based daily, weekly, or monthly amount.

A Member may request a hearing before the board or board appointed representative to discuss the issuance of a violation, verify facts and resolve the matter. A Member must submit a written request for a hearing to the Association manager (or the Board if there is no manager) within 30 days of the receipt of the violation letter and a hearing will be scheduled within 30 days following the date the request is received.

In the event an attorney is retained to enforce compliance or collection of any monies due the Association, the Member is responsible for all associated costs. If no hearing is requested by the Member, all monies are due within 30 days of the violation letter. If a hearing is held, all monies are due immediately after the hearing if the fines are upheld.

Members may have special rights or relief related to the enforcement action under federal law, including the Servicemembers Civil Relief Act (50 U.S.C. App. §501 et seq.) if an owner is a service member on active military duty. A Member must immediately notify the property manager in writing if the Servicemember status is applicable at the time a violation/fine is issued.

Revisions:

Revised July 16th, 2018 moving to three step notice policy from previous two-step policy.

Revised March 30, 2017 for single policy format with changes to fine amounts and procedure including board hearing procedure.

The original fine policy was adopted August 18, 2014.

5) Old Business:
B) Resolution Adopting Policy Change for a 3-Step
Process Regarding Fines

**Resolution for the Updated Fine Policy for the
Canyon Creek Homeowner's Association (the "Association")**

WHEREAS the Board of Directors (the "Board") desires to revise the Association's policy regarding fines for violations of the Canyon Creek Restrictions (the "Policy") that was previously adopted by the Board on July 1st, 2017; and

WHEREAS the Policy was revised on July 16th, 2018 and published to Members for review and comment; and

WHEREAS at the meeting of the Board held on July 16th, 2018;

BE IT RESOLVED that the Board of Directors of Canyon Creek Homeowners Association hereby unanimously adopts the revised policy attached hereto.

This resolution was passed by the Association on the date set forth below to become effective July 31st, 2018 or at the earliest date thereafter in compliance with all applicable laws and the governing document of the Association.

Executed this the: ____ day of _____, 2018

By: _____

Name: Mark Weaver

State of Texas

Title: Canyon Creek HOA President

County of Travis

On this ____ day of _____, 2018 before me, the undersigned notary public, personally appeared _____.
Known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed for the same for the purposes therein contained.

Notary Public _____

A realistic view of the 3-Step Compliance Process

	Step 1 *3				Step 2 *3				Step 3 *3				On-Going *3				On-Going *3				
	Courtesy Notice				Notice with Intent to Fine				Notice with Fine Incurred				Notice with Fine Incurred				Notice with Fine Incurred				...
	Violation Observed by Site Manager	Write up	Mail	Opportunity to Cure	Violation Observed by Site Manager	Write up	Mail	Opportunity to Cure	Violation Observed by Site Manager	Write up	Mail	Opportunity to Cure	Violation Observed by Site Manager	Write up	FedEx Del	Opportunity to Cure	Violation Observed by Site Manager	Write up	Mail	Opportunity to Cure	...
Cure Period					Start of 6mo Cure Period				Start of 6mo Cure Period				Start of 6mo Cure Period				Start of 6mo Cure Period				
Nominal Duration *4 (days)	1	3	3	~7 *1	1	3	3	~7 *1	1	3	3	~7 *1	1	3	3	~7 *1	1	3	3	~7 *1	...
Nom. Cum. Days				7	8	11	14	21 *2	22	25	28	35	36	39	42	51
1 st Class Mail			Y				Y				Y				Y				Y		
Certified Mail							Cert				FedEx				FedEx				FedEx		...
Member Fees	\$0				Certified mail paid by HOA				\$8 for certified mail				\$8 for certified mail				\$8 for certified mail				Liens & Legal Fees
Fine Amount	\$0				\$0				\$50				+\$100				+\$150				\$500

*1 Member should nominally have >7 days to cure a violation following notice(s) via 1st class and/or certified mail. More time may be requested by calling the management company.

*2 Member should nominally have 21 days to cure a violation following the initial courtesy notice before incurring “Step 3 – Notice with Fine Incurred”.

*3 Member will progress to the next compliance violation phase if the repeated violation was observed prior to the member’s cure of the violation.

*4 Timeframe may be accelerated for a board member validated complaint.

5) Old Business:
C) Resolution Adopting Policy Change for Adopting
a Metal Roof Installation

**Resolution for the Installation of Metal Roofs for the
Canyon Creek Homeowner's Association (the "Association")**

WHEREAS the Board of Directors (the "Board") and the Architecture Review Committee (the "ARC") desire to establish specific guidelines and promote the uniform installation and use of metal roofs; and

WHEREAS, restriction 1.3 Roofing Material of the Supplemental Declarations for Sections 17c, 29, 22, 23, 28, 34, 24, 30, 32 of the Bylaws of Canyon Creek (the "ByLaws") stipulates "... iii) any materials approved in writing by the ARC, provided that the ARC 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."; and

WHEREAS the restriction was reviewed by the Board on May 14th, 2018 and published to Members for review and comment; and

BE IT RESOLVED that the Board of Canyon Creek Homeowners Association hereby unanimously allows for the installation of metal roofs to comply provided:

- I. The metal roof materials must be made of pre-finished steel, copper or similar durable metal alloys. Metal coatings must have a baked-on finish such as polyvinylidene fluoride or PVDF (such as brand names: Kynar 500/Hylar 5000). Except for damage repair, long term maintenance and minor installation touch-up, field painting of a metal roof is not allowed.
- II. The metal roof materials may be glossy but must have a non-glare finish. Shiny, reflective or high-luminance finishes are not allowed.
- III. The metal roof materials must have a single earth tone color or finish (such as grey, brown, forest green or tan) or a non-corrosive natural metal color (such as copper or bronze). Black, white, yellow, orange, red, blue or other vivid or high-chrominance colors are not allowed. Acid etched (i.e. "forced rust") finishes must not be used.
- IV. The metal roof material thickness must not be thinner than 24 gauge. Thicker gauge (i.e. 22 gauge) metal may be chosen at the members discretion which may be more hail resistant.
- V. The metal roof materials must conform to high value metal roof shapes (such as "standing seam") or mimic the appearance of conventional dimensional asphalt shingles. Corrugated or "D-panel" shaped material must not be used.
- VI. The metal roof system must have a concealed fastener such as used by those used by standing seam metal roof systems.
- VII. The metal roof installation must be performed by a licensed and bonded installer.
- VIII. The member obtains full ARC approval before the contract for work is signed or any work is performed.

This resolution was passed by the Association on the date set forth below to become effective July 31st, 2018 or at the earliest date thereafter in compliance with all applicable laws and the governing document of the Association.

Executed this the: ____ day of _____,
2018

By: _____

Name: Mark Weaver

Title: Canyon Creek HOA President

State of Texas

County of Travis

On this ____ day of _____, 2018 before
me, the undersigned notary public, personally
appeared _____.

Known to me to be the person(s) whose name(s)
is/are subscribed to the within instrument and
acknowledged that he/she/they executed for the
same for the purposes therein contained.

Notary Public _____

AFTER RECORDING PLEASE RETURN TO:

Canyon Creek Homeowner's Association
C/O Spectrum Association Management
8303 North Mopac Expressway, Suite B120
Austin TX 78759

5) Old Business:

D) Change to allow for unbundled yard trash to be placed on street Saturday to pick-up on Wednesday.

See <http://www.canyoncreek.net/trash-recycling-yard-trimmings-disposal/>

6. **Q:** Austin Resource Recovery provides receptacles for Trash and Recycling. What about yard trash?
A: Put yard trimmings in bio-degradable 30-gallon lawn-and-leaf kraft paper bags or a reusable container that is no larger than 34-gallons and no heavier than 50 pounds. Yard trash is most frequently disposed of in lawn-and-leaf kraft paper bags available at most all major retail stores (such as [HEB](#), [Home Depot](#), [Lowes](#), Costco, Sam's Club,,,) or 34-gallon trash container available at many hardware stores (such as [Home Depot](#), [Lowes](#),,,).
7. **Q:** When can yard trimmings be put out for collection?
A: It is important to note that **when** you are allowed to place yard trimmings on the street depends on the receptacle. Although not collected until Wednesday, you may place yard trimmings placed in lawn-and-leaf kraft paper bags starting Saturday at 6am. Yard trimmings placed in a plastic 34-gallon trash container must not be placed earlier than 8pm the day before collection (similar to regular trash and recycling). Please note that the 34-gallon trash container must be removed no later than 8pm the day of collection. The allowance for lawn-and-leaf kraft paper bags being placed out early is to accommodate for those times (especially in the Spring and Fall) when a significant number of leaves need to be collected.
8. **Q:** Will I be fined for placing items out too early or not removing my trash receptacles?
A: Yes. To ensure a pleasing appearance and respect for your neighbors, the compliance restrictions stipulated in the [Canyon Creek DCCRs section 3.4](#) will be enforced.

6) New Business

A. Political Signage:

- The board is looking forward to the Canyon Creek members participating in the political process leading up to November 6th elections.
- To conform to the Canyon Creek [DCCRs \(Article 3.3 Signs\)](#) and [Texas Property Code Title 11 \(Section 202.009\)](#) please display only within the time window of 90 days before (August 8th, 2018) and 10 days after (November 16th, 2018) of the candidate's election. Other rules within Section 202.009 apply.
- See <http://www.canyoncreek.net/signs/> for links and more detailed information.
- Member's displaying conforming political signage will NOT receive compliance violation notices.

B. ... anything else?

7) 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

8) Adjourn



2018 - 2019 Actual / Projected Cash Flow - Operational (Excludes Reserves, Special Assessments, Capital Improvement & Non-Recurring)



2018 - 2019 Actual / Projected Cash Flow - Reserves, Special Assessments, Capital Improvement & Non-Recurring
 (Excludes all Operational)

