

**Board of Directors Meeting
Monday, November 19, 2018
Minutes - Unapproved**

- I. **Call to Order** - The meeting was called to order by the Board President, Mark Weaver at 7:00 p.m. Board Members Present: Mark Weaver, Russell Jakala, Cheng Wooster, and Randy Lawson. Brett Funderburg arrived after the meeting was called to order. The Board Members present constituted a quorum. Five (5) homeowners were also present.
 - Spectrum Association Management:** Denise Johnston was present.
 - a. **Code of Conduct** – Board President, Mark Weaver, reminded those in attendance of the Code of Conduce during the open Board Meeting.
 - b. **Comment Signup** – Board President, Mark Weaver, reminded those in attendance to use the signup sheet to request a 2-minute speaking opportunity on particular topics.
- II. **Establishment of Quorum** – Board Members Present: Mark Weaver, Russell Jakala, Cheng Wooster, and Randy Lawson. Brett Funderburg arrived after the meeting was called to order. The Board Members present constituted a quorum.
- III. **Homeowner Open Forum** – There were no comments during the open forum.
- IV. **Approval of Prior Meeting Minutes** – The September 2018 meeting minutes were provided to the Board of Directors. The minutes were reviewed and one (1) change was requested and noted. Cheng Wooster made a motion to approve the minutes with changes, the motion was seconded by Randy Lawson, the vote was unanimous, and the motion carried. The Meeting Minutes will be posted on the SpectrumAM website by Denise Johnston.
- V. **Review of Financials**
 - a. **Introduction of New Community Manager** – Board President, Mark Weaver, introduced Denise Johnston, with Spectrum Association Management, as the new Community Manager for Canyon Creek Homeowners' Association.
 - b. **SpectrumAM Contact and Website** – Board President, Mark Weaver, reviewed the need for homeowners to use Spectrum AM as the first point of contact for all HOA related issues or questions.
 - c. **Review** – Community Manager, Denise Johnston, reviewed the financial standing of the Association as of October 31, 2018. All accounts are in good standing.
 - d. **Cash Position Outlook** – Board President, Mark Weaver, reviewed the current cash position. There is currently an improved outlook due to some timeline delays
 - e. **Increased Water Usage** – There were several irrigation issues noted and repaired during the last inspection which fixed some leak issues along Boulder Lane. These should all be resolved and water usage should now decrease.
- VI. **Committee and Work Group Reports**

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- a. **Architectural Review Committee** – Dave Marshall reviewed
 - i. There were nine (9) requests submitted and approved since the last report
 - ii. Gladys Porte has resigned – there are no plans for replacement at this time
 - iii. Request of Denise Johnston to look into 2 improvements that were not approved per ARC
 - iv. Request of Denise Johnston to provide information to ARC when home sells so a welcome packet can be issued to new Homeowner
- b. **Community Project Opportunities: Greenbelt / Firewise**
 - i. Discussion of clean-up opportunities – Boulder entrance to green ribbon and Tularosa. Tularosa is high priority
 - ii. Discussion of tapping into the Scouts to assist and coordinate. Dave Marshall and Russ Jakala to coordinate.
- c. **Internet Communication** – Dave Marshall reviewed
 - i. CanyonCreek.net utilization
 - ii. CanyonCreek.net Popular Content – Home page, Sidewalk Strip Replacement, News & Blogs
 - iii. Facebook Utilization – Not as utilized as Nextdoor
 - iv. Nextdoor – Most utilized and broadly covered within the community.
 - 1. It was noted that this is not the official HOA website. Board Members monitor it for trends within the community and will point users to the HOA website and SpectrumAM.
- d. **Tennis Advisory Work Group** – Cheng Wooster Reviewed
 - i. There was a meeting and clean-up on October 27, 2018
 - 1. Courts were cleaned and screens were tied down
 - ii. The work group will work up a formal request to the Board to purchase sod and limestone bricks so the work group can address drainage and runoff.
- e. **Traffic Advisory Work Group** – Randy Lawson
 - i. Development Activities near Canyon Creek
 - 1. Parke 27 – Review of Restrictive Covenants – these have been accepted and recorded
 - 2. Volvo Dealership – Randy Lawson is in discussion and will review the Neighborhood Traffic study. Mark Weaver requested that Randy request no test drives through the neighborhood.
 - 3. CCE School Zone Expansion Recommendations to Austin Transportation Department – This has been submitted. There was “push back” from the City, this is an ongoing issue and still in discussions to extend the school zone to encompass the crosswalk.

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4. Traffic Patrols by City and County Law Enforcement Agencies – This has started and will continue
 - a. Dave Marshall and Randy Lawson are working proactively with Law Enforcement for the drives
5. Pedestrian Safety
 - a. Joggers on the street - discussion
 - i. Sidewalks need improvement in order to combat this issue
6. Request to the Board to transition the Work Group to an ongoing Committee – to be discussed in New Business
7. Review / Discussion of DSDD (Radar Speed Units) Data Collected

VII. Old Business

- a. **Bathhouse Remodeling Project Update** – Board President, Mark Weaver, provided an update of renovation.
 - i. Permits Received
 - ii. Construction has begun
 - iii. Request Denise Johnston to check with CTR on small dumpster removal – the HOA is not currently being billed for the dumpster.
 - iv. Review of ordered materials
 - v. Review of work days lost and change orders
 - vi. Review of spend rate
 1. Change order #1 for \$2900 to improve drainage was rebid by Perfect Cuts for \$1792
 - vii. Review of High-Level Schedule
 - viii. Review of Partnerships – Architect (Barley Pfeiffer), Contractor / Builder (Gilger), Owner Representative (HOA), Management Company (SpectrumAM)
 1. Brett Funderburg to serve as back-up to Mark Weaver as Owner Representative and begin attending bi-weekly progress meetings
- b. **GL Code Updates and Changes** – Denise Johnston
 - i. All requested GL Codes have been entered and all expenses are being charged to the new GL Codes
 - ii. Mark Weaver to send prior PayApp request to Denise Johnston so adjustments can be made

VIII. New Business

- a. **Pending Bid Approvals**
 - i. Bathhouse change order to resolve standing water issues – Bid from Perfect Cuts for \$1791.54 Approved
 - ii. Tennis Court Lighting
 1. The Board Approved the option from AutoAir to replace two (2) lights that are out with CornCob LED replacements

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- iii. The Board would like to see a bid for full light replacement
 - b. **Future Bid Planning** – Deferred to next meeting
 - c. **Proposed 2019 Meeting Calendar** – Mark Weaver made a motion to accept the 2019 dates, the motion was seconded by Randy Lawson, the vote was unanimous and the motion carried.
 - i. Monday Evenings at 7:00 p.m. unless otherwise stated
 - 1. Proposed Dates:
 - a. January 7, 2019 – Regular Meeting
 - b. March 11, 2019 – Annual Meeting and Election of Board Members
 - c. May 20, 2019 – Regular Meeting and Election of Officers
 - d. July 22, 2019 – Regular Meeting
 - e. September 23, 2019 – Regular Meeting
 - f. November 18, 2019 – Regular Meeting
 - g. January 20, 2020 – Regular Meeting
 - d. **Southwest Entrance Licensing and Maintenance Options** – Deferred to next meeting
 - e. **Change Traffic Advisory Work Group to Traffic Committee** – Randy Lawson made a motion to change the Traffic Advisory Work Group to the Traffic and Pedestrian Safety Committee, the motion was seconded by Brett Funderburg, the vote was unanimous and the motion carried.
- IX. Community Notices and Reminders**
- a. **December 8, 2018 Winter Festival**
 - i. Cheng Wooster to get vendor names to Denise Johnston to verify insurance
 - ii. Denise Johnston to get quote for event insurance for HOA
 - b. **January 7, 2019 Board Meeting**
 - i. Call for candidates
 - 1. Notice of February 8, 2019 Call for Candidates – Candidate Solicitation Notice
 - 2. Notice to membership via SpectrumAM eBlast, CanyonCreek.net, Nextdoor
 - c. **February 8, 2019 Final Call for Candidates for 2019 Board of Directors**
 - d. **March 11, 2019 Annual Meeting Proposed Date**
 - i. Full Annual Meeting Agenda including eVote for 4 – 2019-2021 Board of Director positions.
- X. Optional Closing Comments** – No discussion – Open Board Meeting was adjourned at 9:09 p.m.

*******(All committee members/homeowners are excused)*******

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- XI. Executive Session** – The Board Executive Session consisted of a brief review of the Association's Aging Report.
 - a. The Board voted to send all eligible Homeowners at a collection level 5 to legal
- XII. Next Board Meeting** – Monday, January 7, 2019 @ 7:00 p.m., Church portable
- XIII. Adjournment** – Randy Lawson made a motion to adjourn the meeting, the motion was seconded by Russ Jakala, the vote was unanimous and the motion carried. The meeting was adjourned at 9:17 p.m.

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