

Canyon Creek Homeowners' Association Board of Directors Meeting

November 19th, 2018 – 7pm

Church at Canyon Creek

(Charts as modified in meeting)

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 November 19th, 2018

- I. Call to Order
 - A. Reminder for Code of Conduct
 - B. Request to Comment Signup
 - B. Future Bid Planning
 - C. Proposed 2019 Meeting Calendar
 - D. Southwest Entrance Licensing and Maintenance Options
 - E. Change Traffic AWG to Traffic Committee
 - II. Establishment of Quorum
 - III. Homeowner Open Forum (Limit 2 min / person)
 - IV. Approval of Prior Meeting Minutes
 - V. Review of Financials
 - A. Changes with SpectrumAM
 - B. Operating Account – Balance Sheet
 - C. Income Statement – Operating
 - D. Income Statement Summary – Operating
 - E. Cash Position Outlook
 - VI. Committee and Work Group Reports
 - A. Architectural Review Committee
 - B. Bathhouse Remodeling Committee
 - E. Community Projects Advisory Work Group
 - K. Tennis Advisory Work Group
 - L. Traffic Advisory Work Group
 - VII. Old Business
 - A. Bathhouse Remodeling Project Update
 - B. GL Code Updates and Changes
 - VIII. New Business
 - A. Pending Bid Approvals
 - IX. Community Notices and Reminders
 - A. Calendar
 - B. Call for Candidates
 - X. Optional Closing Comment Period (Limit 2 min / person) but must close by 9:30pm
- All Committee Members and Homeowners excused**
- XI. Executive Session
 - A. Homeowner Aging Report
 - B. Review Homeowner Violations Report
 - C. Resales
 - D. Communication Metrics
 - XII. Next Board Meeting January, February or March, 2018
 - XIII. Adjourn

I. Call to order



Agenda Item I.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.

Agenda Item I.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:
- Extend your influence by joining a work group that contributes to a particular topic.

Agenda Item II. Establishment of Quorum

- Mark Weaver
- Russ Jakala
- Brett Funderburg
- Cheng Wooster
- Jetti Nasrallah
- Randy Lawson
- [Open Board Position]

Agenda Item III. Homeowner Open Form

- 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.
- Member comment period
 - Limited to 2 minutes / member-household
 - Hard stop at 7:20
- 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.
- Extend your influence by joining a work group that contributes to a particular topic.

Agenda Item IV. Approve Prior Meeting Minutes from July 16th, 2018



Agenda Item V.A.

Changes with Spectrum Association Management

- Introduction of Denise Johnston as our new Community Manager with SpectrumAM.
- Moving toward strategic processes:
 - Logging repairs, improvements and requests through SpectrumAM's systems (SmartSheets and SmartWebs, not email).
 - Improving turn-around time. Improving member satisfaction. Providing improved value to our membership. Minimizing legal liabilities.
 - Covers membership, board and ARC processes.
- We are continuing to consolidate the support of our Canyon Creek membership through SpectrumAM by dialing 512-834-3900 or contact@spectrumAM.com.
 - SpectrumAM has full access to your account information.
 - SpectrumAM can more quickly dispatch repair and service personnel.

Agenda Item V.B.

Operating Account – Balance Sheet (Denise)

	Operating	Reserve	Total
Assets			
Current Assets			
Green Bank Operating	\$361,422.11	\$0.00	\$361,422.11
Green Bank Money Market	\$0.00	\$50,033.16	\$50,033.16
Alliance Money Market	\$0.00	\$227,405.63	\$227,405.63
Pacific Premier Money Market	\$0.00	\$226,913.14	\$226,913.14
Total: Current Assets	\$361,422.11	\$504,351.93	\$865,774.04
Accounts Receivable			
Accounts Receivable	\$43,092.82	\$0.00	\$43,092.82
Total: Accounts Receivable	\$43,092.82	\$0.00	\$43,092.82
Other Assets			
Deposit-License Agrmnt	\$27,500.00	\$0.00	\$27,500.00
Deposit-Other	\$2,807.00	\$0.00	\$2,807.00
Prepaid Insurances	\$13,256.85	\$0.00	\$13,256.85
Total: Other Assets	\$43,563.85	\$0.00	\$43,563.85
Total: Assets	\$448,078.78	\$504,351.93	\$952,430.71
Liabilities & Equity			
Current Liabilities			
Key Deposit	\$19,513.00	\$0.00	\$19,513.00
Deferred Revenue	\$86,133.36	\$0.00	\$86,133.36
Prepaid Assessments	\$19,780.34	\$0.00	\$19,780.34
A/P Spectrum Collections	\$6,113.34	\$0.00	\$6,113.34
Total: Current Liabilities	\$131,540.04	\$0.00	\$131,540.04
Equity			
Reserve Funding	\$0.00	\$502,932.10	\$502,932.10
Retained Earnings	\$233,788.95	\$0.00	\$233,788.95
Total: Equity	\$233,788.95	\$502,932.10	\$736,721.05
Total Net Income Gain / Loss	\$82,749.79	\$1,419.83	\$84,169.62
Total: Liabilities & Equity	\$448,078.78	\$504,351.93	\$952,430.71

11/19/2018

10

Agenda Item V.C.
Income Statement – Operating (Denise)

	Actual	Budet	Variance Better (Worse)
Operating Income	\$ 534,972.75	\$ 433,750.00	\$ 101,222.75
Total Maintenance	\$ 125,802.67	\$ 142,851.70	\$ 17,049.03
Utilities	\$ 77,257.43	\$ 109,762.50	\$ 32,505.07
Administrative	\$ 104,187.07	\$ 97,595.00	\$ (6,592.07)
Amenity Center	\$ 276.96	\$ -	\$ (276.96)
Pool / Pond	\$ 65,436.47	\$ 62,280.80	\$ (3,155.67)
Other	\$ 79,262.36	\$ 304,833.40	\$ 225,571.04
Total	\$ 452,222.96	\$ 717,323.40	\$ 265,100.44
Net Income	\$ 82,749.79	\$ (283,573.40)	\$ 366,323.19

Agenda Item V.D.
Income Statement Summary - Operating

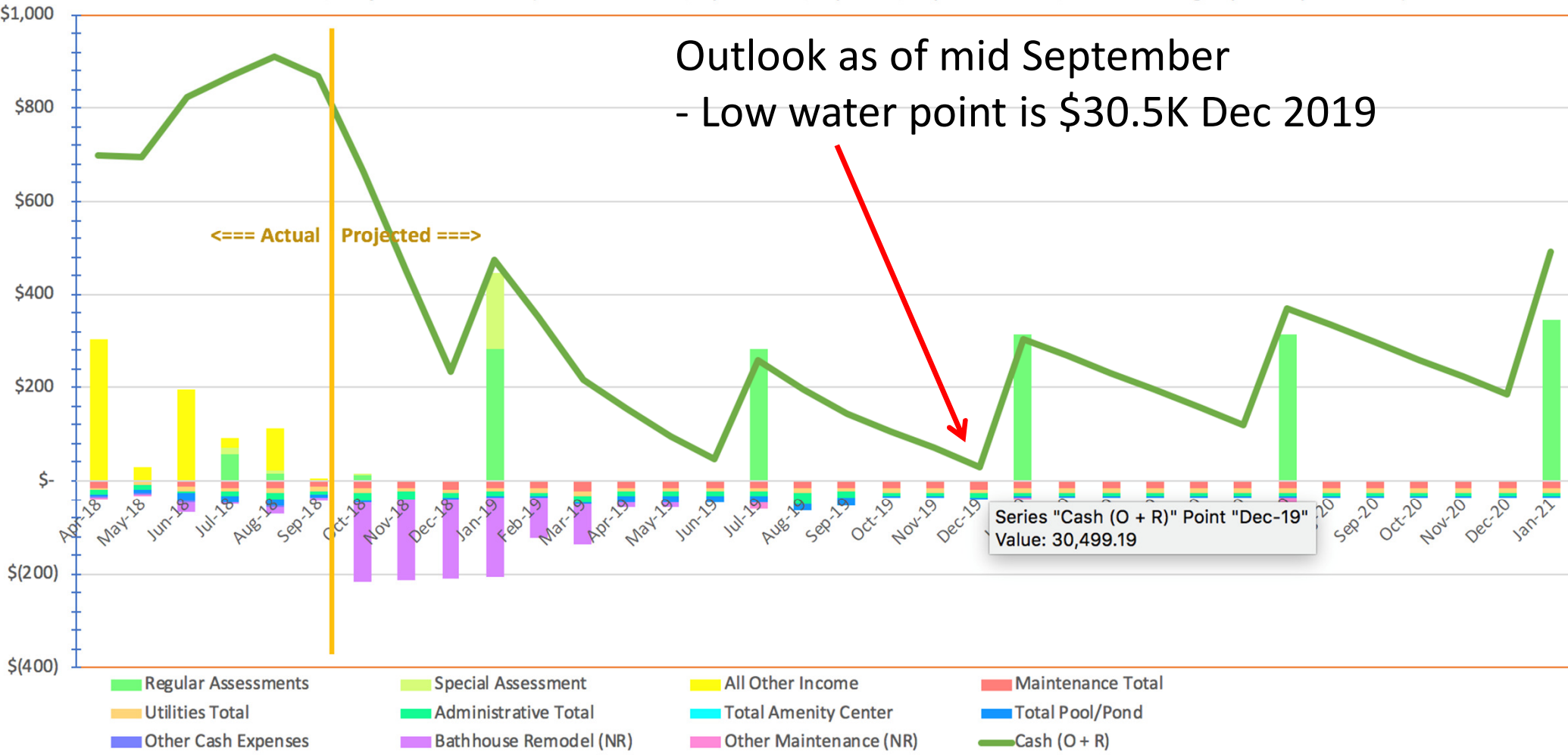
- Denise to provide

2018 - 2019 Actual / Projected Cash Flow (inc Assessments, Operational/Expenses, Capital Reserves/Non-Recurring Capital Improvement)

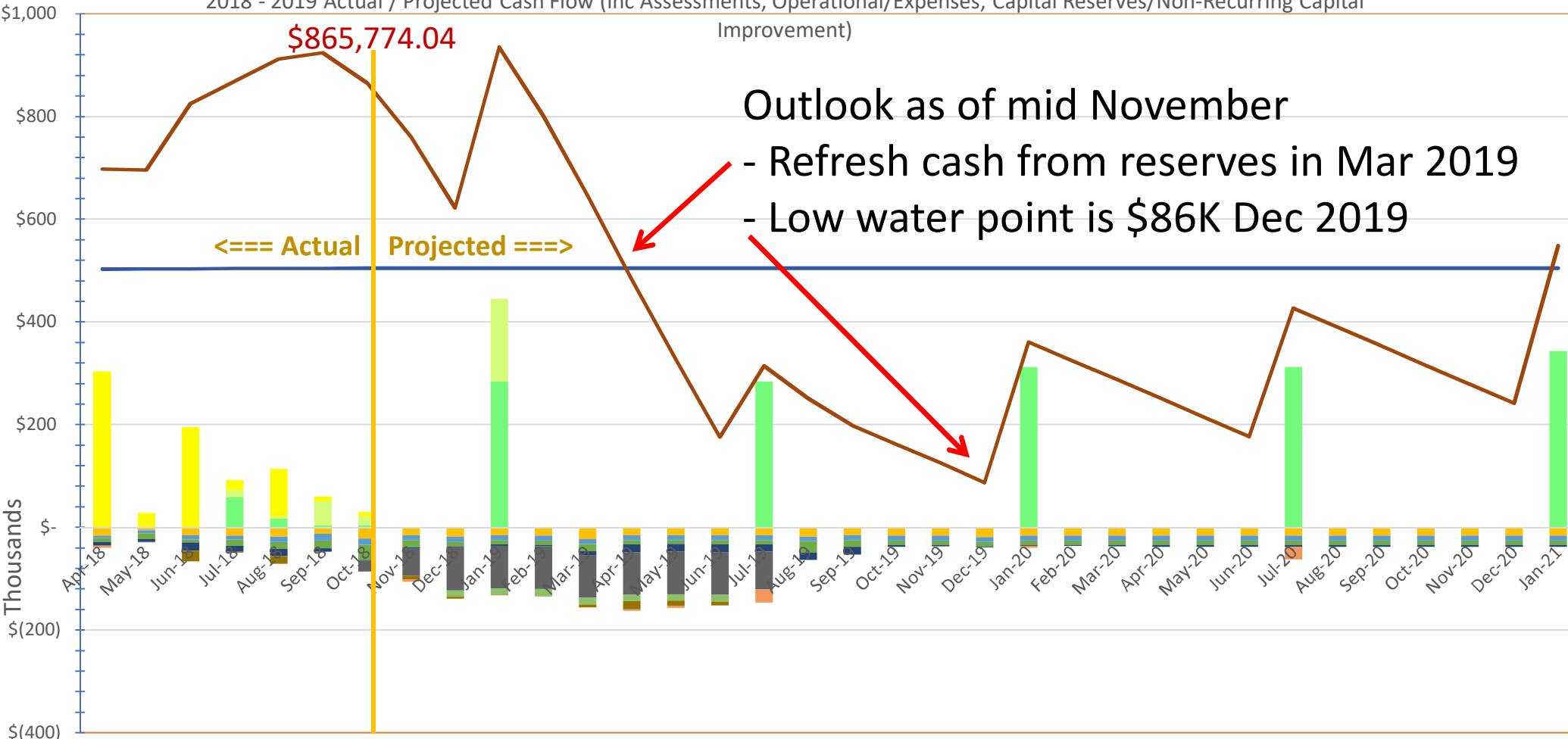
Outlook as of mid September
 - Low water point is \$30.5K Dec 2019

<=== Actual Projected ===>

Series "Cash (O + R)" Point "Dec-19"
 Value: 30,499.19



2018 - 2019 Actual / Projected Cash Flow (inc Assessments, Operational/Expenses, Capital Reserves/Non-Recurring Capital Improvement)



<=== Actual Projected ===>

Outlook as of mid November
 - Refresh cash from reserves in Mar 2019
 - Low water point is \$86K Dec 2019

- | | | | |
|---|---|--|--|
| ■ Regular Assessments | ■ Special Assessment | ■ All Other Income | ■ Current Assets Total: |
| ■ Accounts Receivable Total: | ■ Income Total: | ■ Equity Total: | ■ Income Total: |
| ■ Maintenance Total | ■ Utilities Total | ■ Administrative Total | ■ Amenity Center Total |
| ■ Pool/Pond Total | ■ Bathhouse Reno Total (Contract) | ■ Change Order Contingency | ■ Bathhouse Reno Total (Non-Contract) |
| ■ Total Other NR Expense | ■ Cash Reserves | ■ Cash (O + R) | |

11/19/2019

Agenda Item VI.

Committee and Advisory Work Groups Reports

	Committee or Advisory Work Group	Chair	Members
A	Architecture Review Committee	John Connors	Dave Marshall, Laurie Fischer
B	Bathhouse / Community Center Remodeling Project	Mark Weaver	Russ Jakala, Brett Funderburg, Jeti Nasrallah
C	City of Austin Liaison	Randy Lawson	
D	Community Center	Jeti Nasrallah	
E	Community Projects	Russ Jakala	Cheng Wooster, Dave Marshall
F	Crime and Safety	Randy Lawson	Mark Weaver
G	Events	Cheng Wooster	Many depending on the event
H	Greenbelt / Firewise Committee	Cheng Wooster	Dave Marshall
I	Internet Communication	Dave Marshall	
J	Mowing & Landscaping	Russ Jakala	Mark Weaver
K	Tennis	Cheng Wooster	Xiaohu Zhang, Xianghua Xiao,,,
L	Traffic	Randy Lawson Dave Marshall	Brian Cobert, Heidi Schoenberger-Cobert, Ryan Sullivan, Serge Zirojevic

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

Agenda Item VI.A.1.

Architectural Review Committee As of November 12, 2018

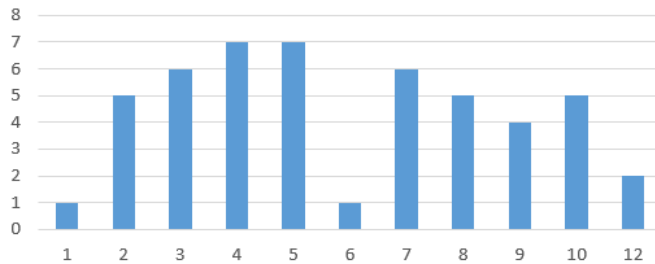
Submitted since last report (Sept): 9

Approved since last report (Sept): 9

YTD Submitted	Approved	Average Response Time in Days for those approved
49	49	15
		3 Declined
		31 Approved
		7 Approved with conditions
		8 Approved with info
		0 More Info Needed (Neighbor Sign-offs)

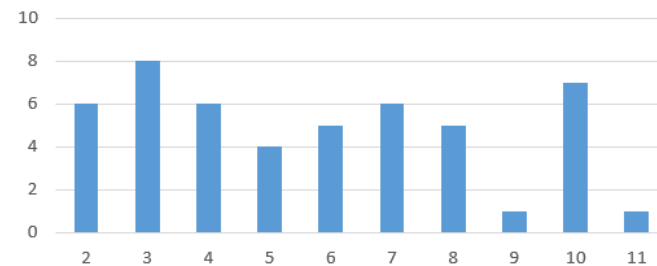
49 Total Processed in this time period Compared to 65 in 2017

Month Submitted
2018



Month ▾

Month Decided
2018



Month Decided ▾

Other News: Gladys Porte has resigned from the ARC due to personal commitments – No plans for a replacement at this time.

- Posted a guide for replacing or improving sidewalk strips – Positive feedback received
- Resolved a process issue with ARC submittals to Spectrum that are maintenance issues.

Agenda Item VI.B.

Bathhouse / Community Center Remodeling Project

- To be covered as “VII.A Old Business”

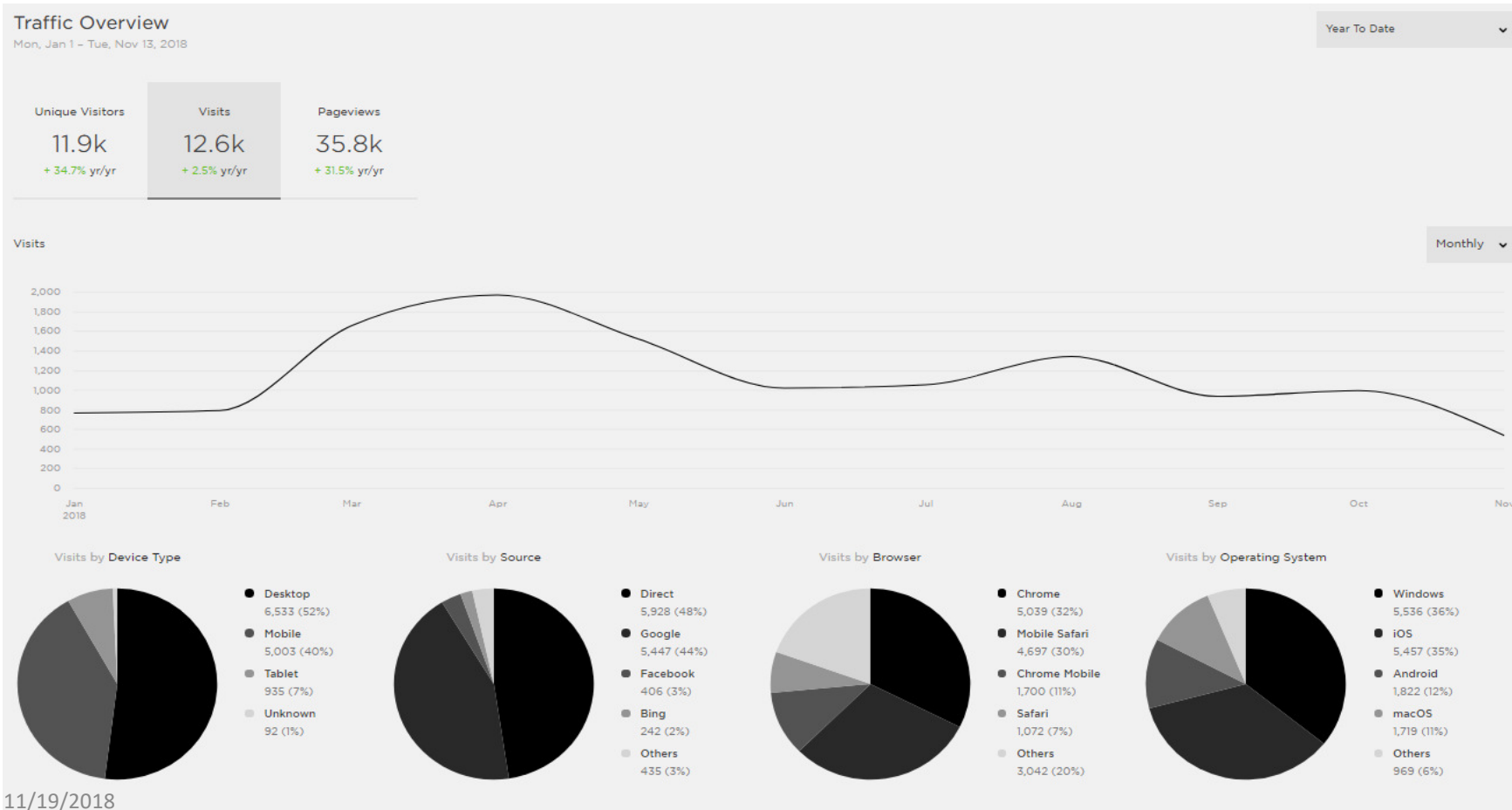
Agenda Item VI.E

Community Project Opportunities: Greenbelt / Firewise

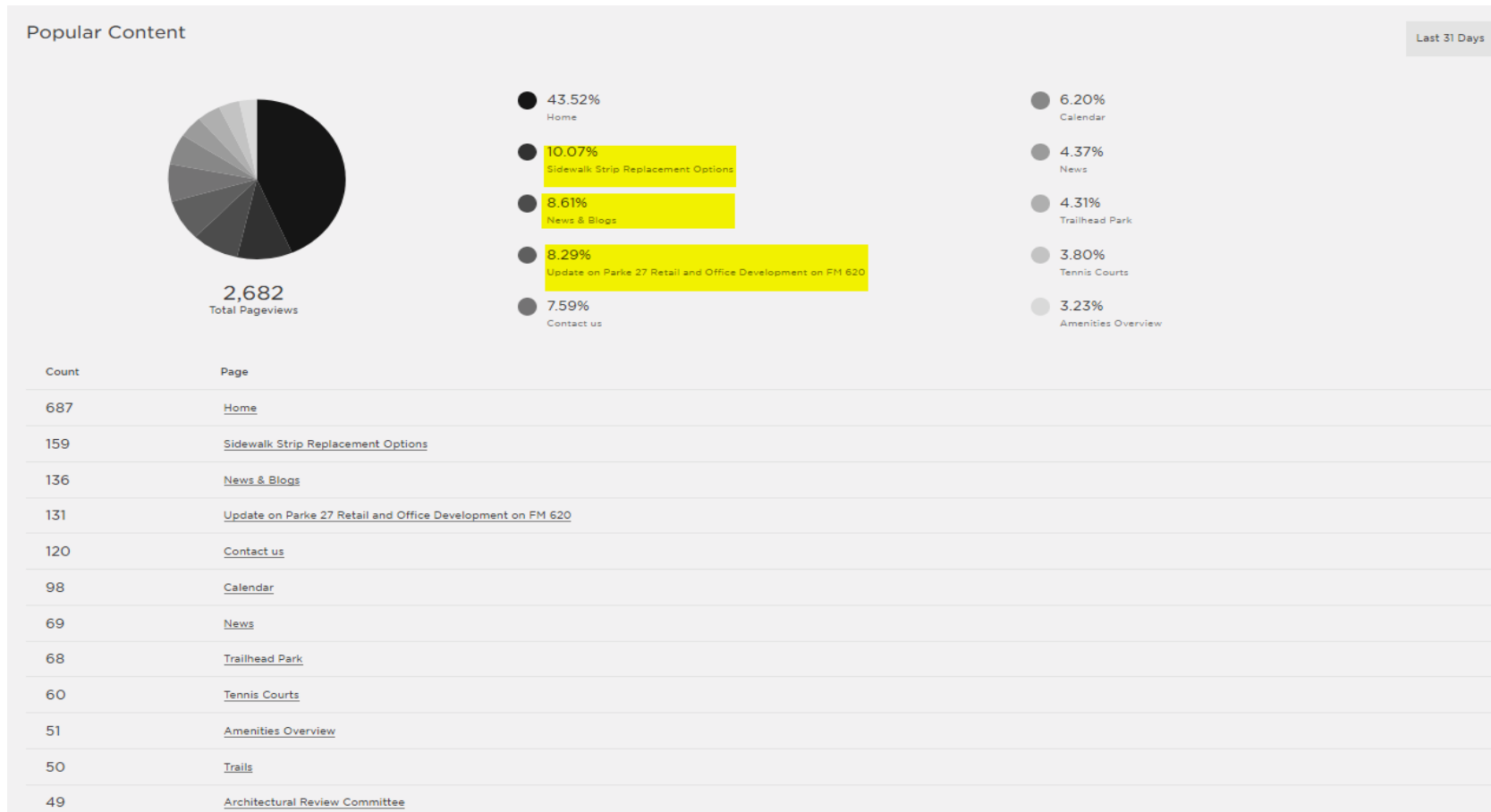
- Opportunities:
 - Boulder Entrance to Green Ribbon. Gate is now openable.
 - Firewise clean-up behind Tularosa.
- Looking for a volunteer for someone to organize an event. Plan it and it will happen.
- Board will pay for:
 - Equipment
 - Lunch



Agenda Item VI.I.1. Canyon Creek.net Utilization - YTD to November 2018



Agenda Item VI.1.2. Canyon Creek.net Popular Content

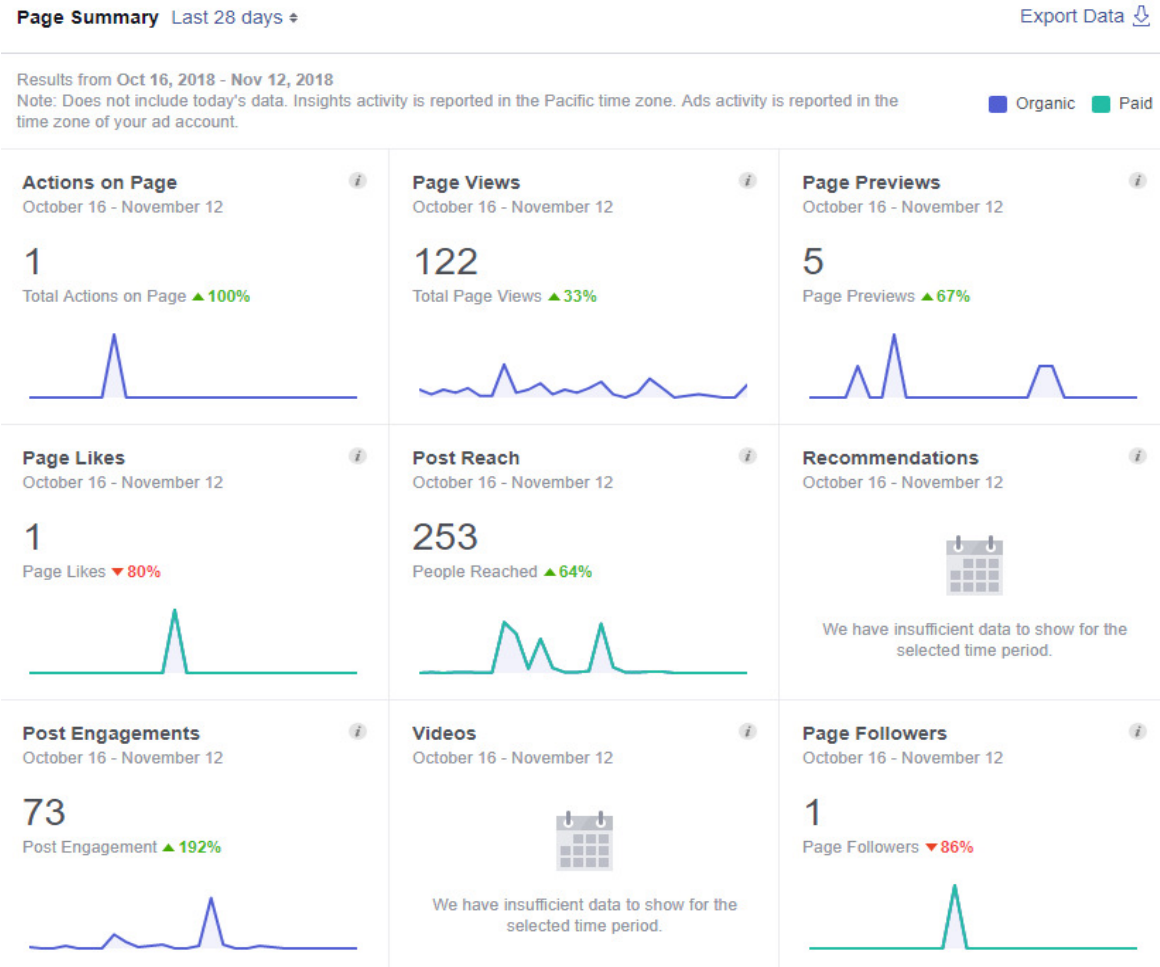


Agenda Item VI.1.3.

Facebook Utilization Last 28 Days

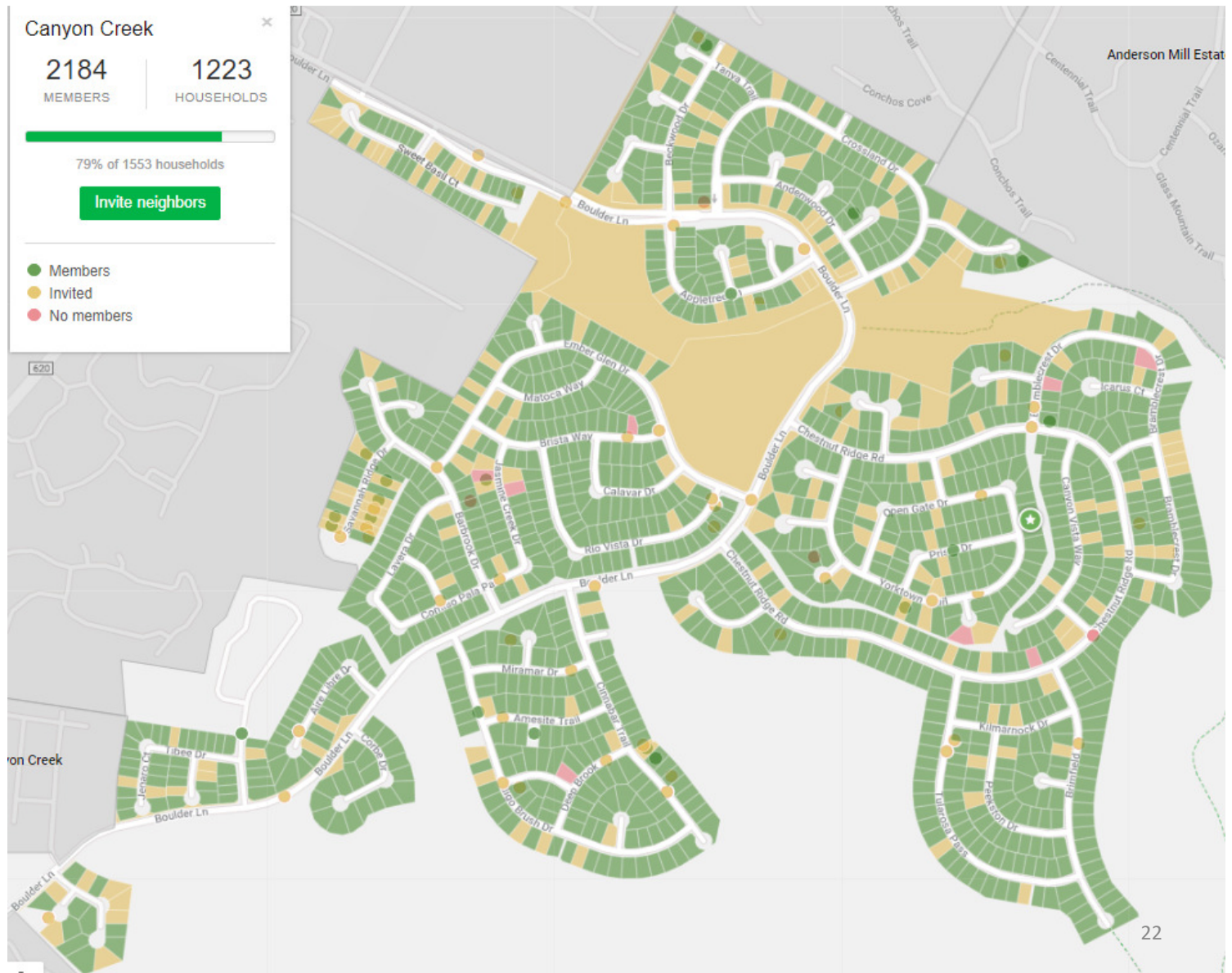
Observation:

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



Agenda Item VI.I.4. NextDoor

- Since last update in Sept. members went from 2151 to 2184 - Increase of 33
- 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.



Agenda Item V.k.
Tennis Advisory Work Group (Cheng)

- Cheng to provide chart...

Agenda Item V.L.

Traffic Advisory Work Group (Randy)

1. Development Activities Near CC
 1. Parke 27 Update
 2. Volvo Dealership Update
2. CCE School Zone Expansion Recommendations to "Austin Transportation Dept" (ATD)
3. Traffic Patrols by City and County Law Enforcement Agencies
4. Pedestrian Safety
5. DSDD (Radar Speed Units) Update
6. CC Traffic Advisory Work Group
 1. Members of Work Group
 2. Motion to make this group a committee under the HOA (Move to new business)

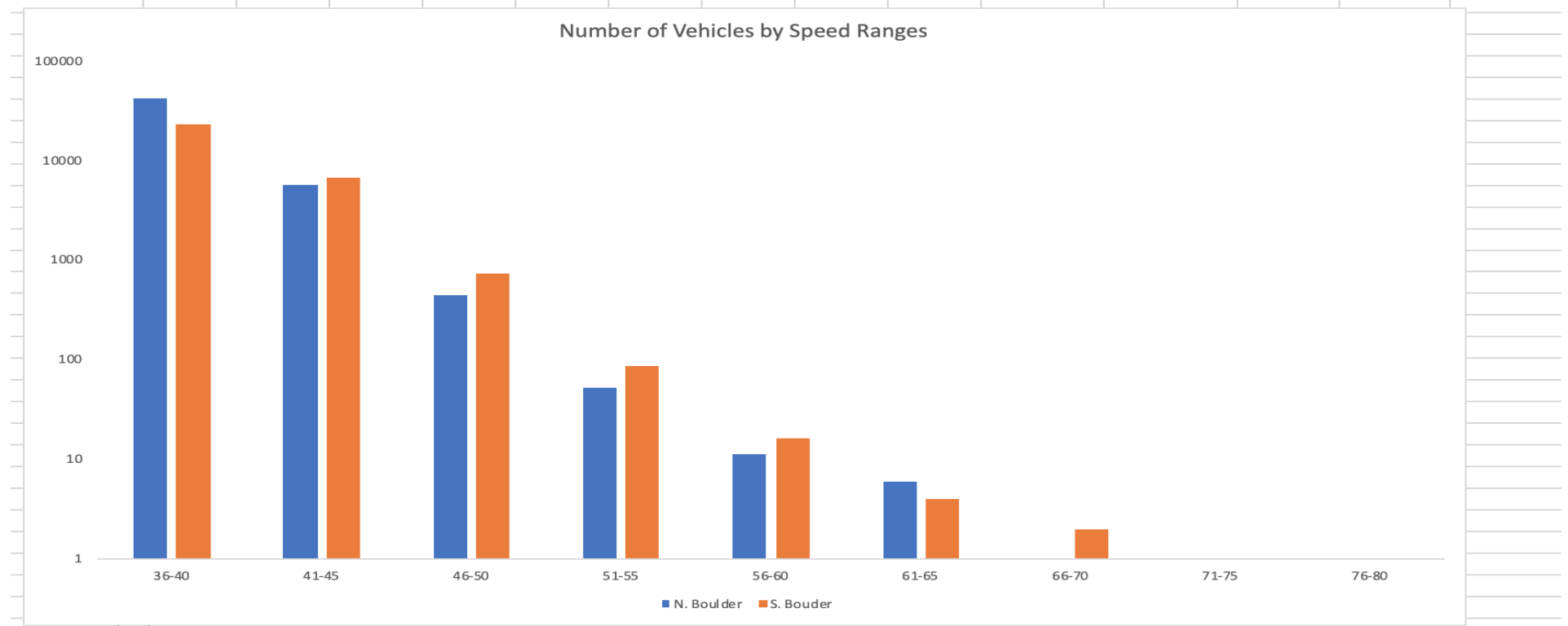
Agenda Item V.L.6.a

DSDD (Radar Speed Units) Cumulative Data

DSDD Exec Summary for Aug 02-Sep 17, 2018

	<u>36-40</u>	<u>41-45</u>	<u>46-50</u>	<u>51-55</u>	<u>56-60</u>	<u>61-65</u>	<u>66-70</u>	<u>71-75</u>	<u>76-80</u>	<u>Total Count</u>	<u>Count over 35</u>	<u>% over 35</u>	<u>Avg Speed</u>	<u>Max Speed</u>
N. Boulder	41462	5724	437	51	11	6	0	0	1	94314	47692	50.6	35	77
S. Boulder	23328	6700	709	85	16	4	2	1	0	54513	30845	56.6	34	73

Number of Vehicles by Speed Ranges

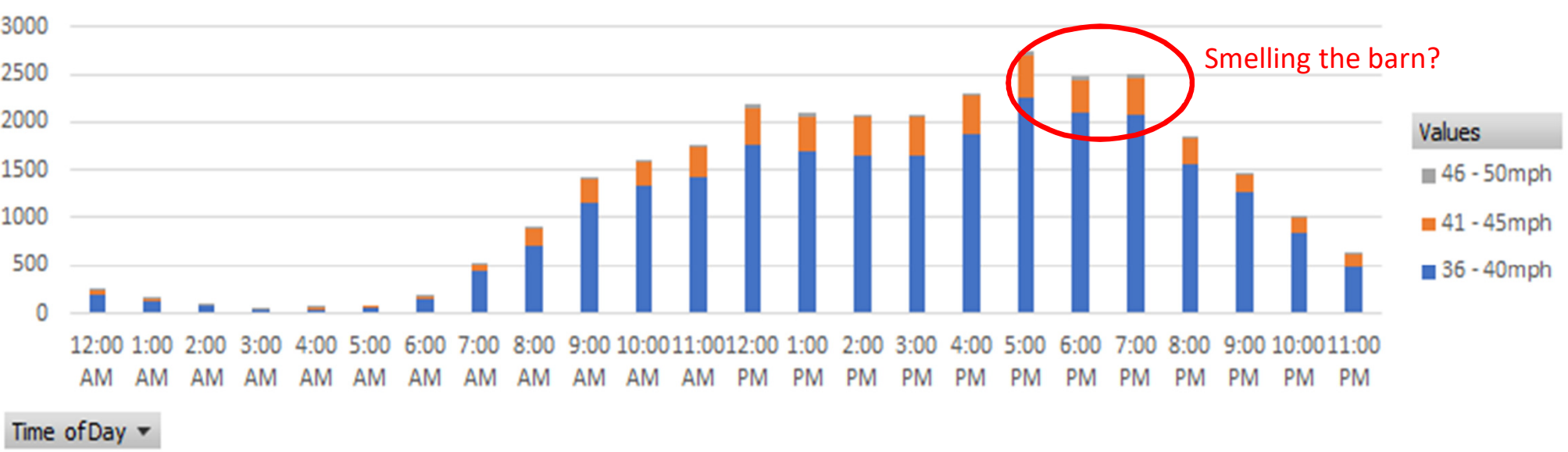


Agenda Item V.L.6.b

DSDD Update – Boulder @ Pool Entrance - Weekends (Randy)

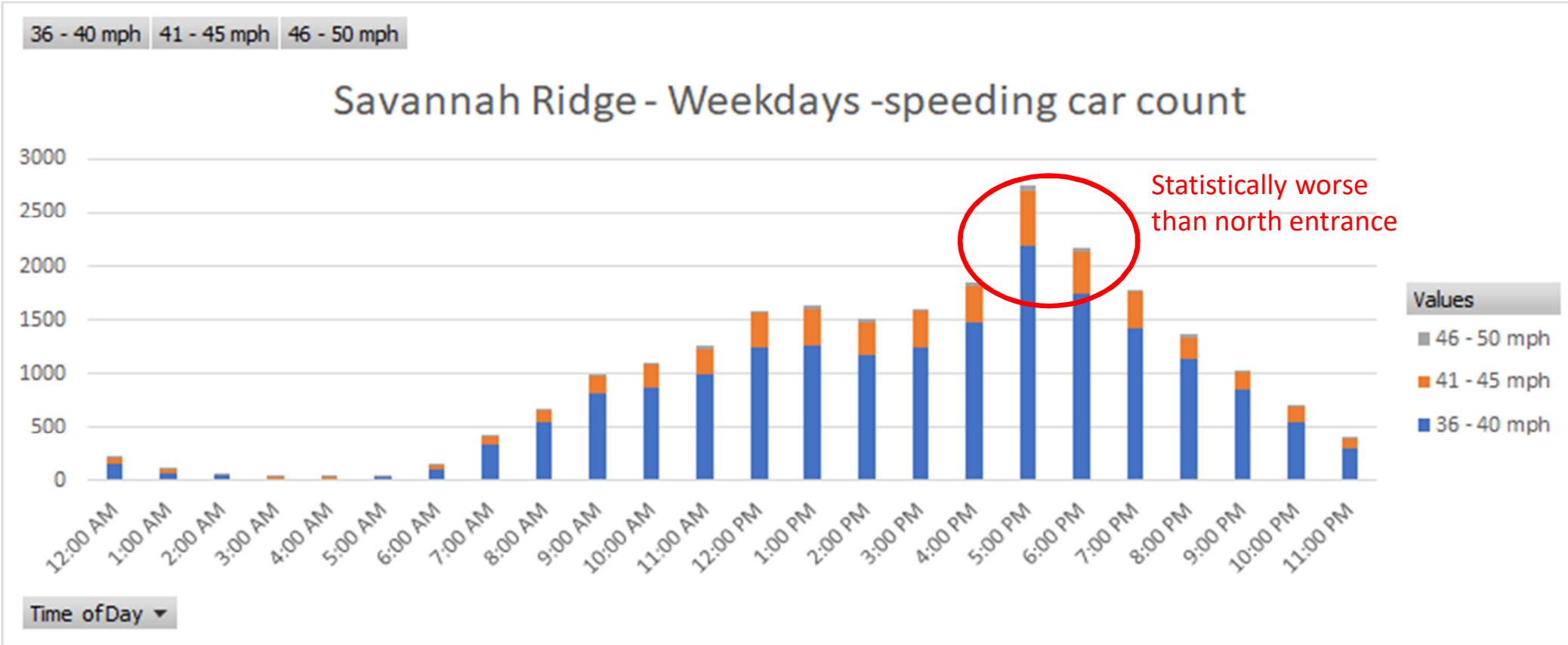
36 - 40mph 41 - 45mph 46 - 50mph

Boulder@pool - Weekdays -speeding car count



Agenda Item V.L.6.c

DSDD Update – Savannah Ridge - Weekdays (Randy)



Agenda Item VII. Old Business

- A. Bathhouse / Community Center renovation project update
- B. GL Code Updates & Changes

Agenda Item VII. Old Business

A. Bathhouse / Community Center renovation project update



Agenda Item VII.A.1 Bathhouse Remodel: Permit Progress

- Jul 2018: Permit expediting company retained.
- Aug 6th: Architectural design sealed and sent to Land Answers for Expediting for CoA pre-checks:
 - Asbestos Report:
 - Aug 10th: Asbestos report missing, Jenkins Environmental Consulting (JEC) scheduled
 - Aug 13th: Asbestos collection
 - Aug 16th: Results back from Jenkins Environmental Labs tests - No Asbestos
 - All remaining documents passed.
- Aug 17th: Plans submitted to CoA by expeditor (Land Answers). - Submitted for 15 [work day] turn around which should have been an initial comment response by September Sept 5th.
- Sept 10th: Permit Reject – 5 issues being worked by consultant Land Answers
- Sept 11th, Board email approval of an advance spend (<\$5,000) on the demolition permit (10 work day turn around) and other construction services.

COMPLETED

- PLAN Sept 14th: (Delayed to Sept 18th) Land Answers to resubmit plans to CoA (10 work day turn around).
- PLAN Sept 17th: Final comments (approval?) due from CoA
- PLAN / ACT Sep 26th: For demolition permit approval.
- PLAN Oct 1st: Builder may start some task if building permit is delayed beyond Oct 1st.
 - Staging of equipment, supplies, and safety fencing.
 - Demolition
- Oct 26th: Unanimous board vote via email to affirm demolition under demolition permit before building permit formally approved by CoA.
- **PLAN Oct 1st / ACT Sep 28th: CoA building permit approved.**

Agenda Item VII.A.2

Bathroom Remodel: Pre-construction Contract Tasks

- Aug 6th: Architectural design sealed and sent to Gilger Construction for final bid estimate.
- Aug 24th: Gilger responds with “Final” bid Exhibit “C” of bid proposal for \$731,944. This is 1.4% higher than \$721,950 amount from “80% bid-set” estimate. Still pending:
 - Any significant exceptions identified from CoA permitting process
 - Cost reduction opportunities for sub-contractor recommended packages for electrical and plumbing fixtures.
 - Any items that need to be converted to allowances due to unresolved sub-contractor bid options.
- Aug 4th - Aug 28th: Legal review of A101-2007 and A201-2007 contract which will be used as base for contract.

COMPLETED

- PLAN Sep 18th: Run power to temporary construction shed
- PLAN Sep 19th: Run of internet service to construction shed
- PLAN Sep 20th: Run of security and access control systems to construction shed.
- PLAN Sep 21st: Email blast announcement of pool closure of as of Oct 1st. (Two more weekends for the pool !!!)
- PLAN Sep 22nd: Run of emergency phone service to construction shed
- PLAN Oct 2nd: Discontinue AT&T phone lines, DSL lines (\$400/month savings)
- PLAN Nov 12th: Temporary cancelation of CTR dumpster service (\$144/month savings) – Porter to use 40 cubic yard construction dumpster.
- PLAN (date tbd): Relocation of front emergency phone service via (Spectrum Cable) to parking lot. Test emergency phones with Relocation of rear emergency phone service to pool.

Agenda Item VII.A.3

Bathroom Remodel - Brief Recent History of Project (2 of 2)

COMPLETED

- **Completed:**

- Oct 1st, 2018: Pool Closed, Site Closed for Construction, Construction Started
- Oct 12th, 2018: Demolition of roof, plumbing and electrical completed.
- Oct 25th, 2018: Foundation x-ray for foundation cuts,
- Oct 29th, 2018: Foundation cuts for plumbing
- Oct 30th, 2018: Foundation detail updates from site inspection of structural engineer.

- **Critical Next Steps:**

- Nov x, 2018: Rough-In Plumbing Complete (on recovery schedule – GC replaced plumbing sub contractor)
- Nov x, 2018: Pour of footers for center columns, and front right wall
- Nov x, 2018: Completion of Structural steel submittal
- Nov x, 2018: Floor covering submittal

Agenda Item VII.A.4

Submittal History (i.e. ordered materials)

	<i>Description</i>	<i>Subcontractor</i>	Date Received	Submitted to A/E	Submittal Due	Response Received	Days Outstanding	<i>STATUS</i>
02-001	Termite and Pest Treatment							
03-001	Concrete and Reinforcing - Mix Design, rebar, and Anchor Bolts	10/24/2018	10/24/2018	10/25/2018	10/30/2018		14	
04-001	Stone Veneer - Mock-up Sample, Rain Screen, Steel Lintels, Sealer, Limestone Veneer, and Mortar Type N							
04-002	Stucco - Prep Work and Three Coat Stucco with Integral Color							
04-003	CMU - Match Existing and Mortar Type N							
05-001	Exterior Architectural Steel - Exterior Columns Entry Gate (reuse existing), Exterior Gate & Fence	10/11/2018	10/11/2018	10/11/2018	10/17/2018		28	
06-001	Rough Carpentry	9/24/2018	9/24/2018	9/24/2018	10/1/2018	10/10/2018	Closed	Approved
06-002	Engineered Beams	9/24/2018	9/24/2018	9/24/2018	10/1/2018	10/10/2018	Closed	Approved
06-003	Wood Roof Trusses - Product Data, Shop Drawings, and Layout	9/21/2018	9/21/2018	9/24/2018	10/1/2018	10/1/2018	Closed	Approved
06-004	Exterior Finish Carpentry							
06-005	Interior Architectural Wood Work - Trim for Base Boards, Doors, and Windows - Provide Mock-up onsite							
07-001	Insulation							
07-002	Caulk and Sealing							
07-003	Infiltration Barrier, Flashing, and Drainage Plane							
07-004	Roofing - Concealed Fastener Metal Roof, Membrane Roofing	10/24/2018	10/24/2018	10/25/2018	11/1/2018		14	
08-001	Doors - Interior, Exterior, and Hardware (reuse Linear Access System)	9/21/2018	9/21/2018	9/21/2018	9/27/2018	9/28/2018	Closed	Approved
08-002	Windows	N/A	N/A	N/A	N/A	N/A	Closed	Approved
09-001	Gypsum Wallboard							
09-002	Floor and Wall Tile							
09-003	Painting and Staining							
09-004	Special Concrete Coating							
10-001	Interior Attic Access	N/A	N/A	N/A	N/A	N/A	Closed	Approved
10-002	Bathroom Accessories							
15-001	HCAV / Mechanical	10/2/2018	10/2/2018	11/12/2018	11/14/2018		-4	
16-001	Electrical and Lighting Fixtures	10/3/2018	10/3/2018	10/3/2018	10/10/2018	10/10/2018	363	
22-001	Plumbing Fixtures	9/7/2018	9/6/2018	9/10/2018	9/21/2018	9/28/2018	59	

Agenda Item VII.A.5

Work days lost due to weather and change orders

- Contract completion date is 182 days from Oct 1st, 2018 (or April 1st, 2019)
- Completion date is allowed to slip by the “builder allowed weather” days and “owner initiated change order” days
- Progress should be far less impacted by weather AFTER roof is on the building
- Contractor projected delay is based in suppliers fabrication of structural steel.
- Contractor will incur an on-going liquidated damages penalty if completing after “contract completion date” as progressed.

	Unworked Weather Days	Less Owner Allowed Days	Builder Allowed Weather Days	Owner Initiated Change Order Days	Change Order Days Taken	Contract Completion Date	Contractor Projected Outlook
Oct 2018	8	4	4	0	0	Apr 5, 2019	Apr 5, 2019
Nov 2018	+5 (tbd)	4	>=1	0	0	>=Apr 8, 2019	Apr 19, 2019
Dec 2018							
Jan 2019							
Feb 2019							
Mar 2019							

Agenda Item VII.A.6

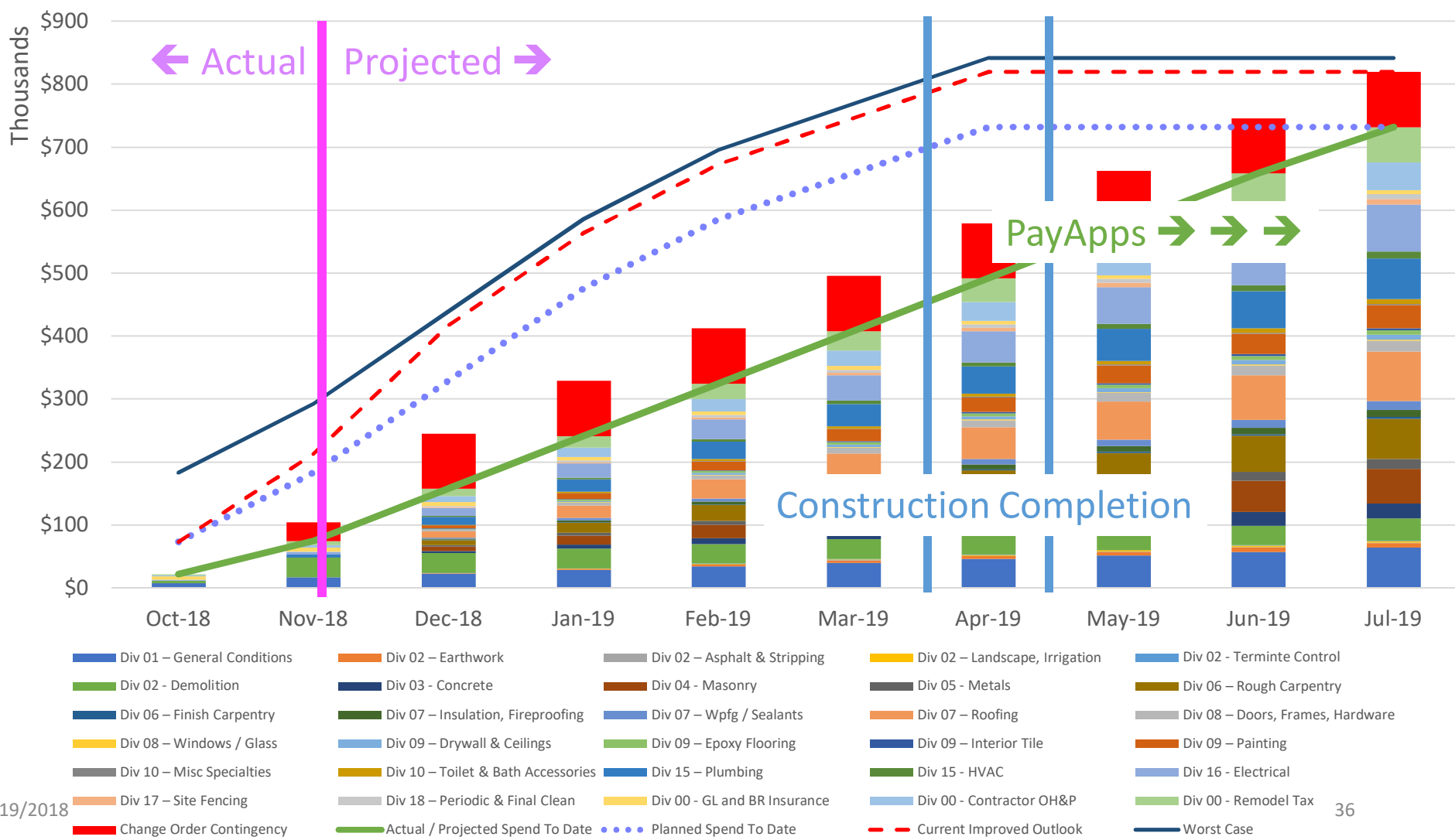
Pending Change Order Allowance & Candidate Queue

- Active:
 - Front entrance drainage (\$2K)
- Considering:
 - Electronic door strike upgrades (\$3K - \$6K) as part of strategic access system upgrade
 - Allows for the elimination of keys for 6 doors.
 - Allows for individual management are controlled areas as general / privilege access (swim team, life guards, boards, maintenance staff, members,,,))
 - Current access controller is “out of service”.
 - Electronic door strikes installation does not require access system upgrade but minimizes costs of a future retrofit when upgraded.

		Trend	Of \$731,950
Contingency Allowance	\$109,792.50	Starting Position	15%
Reduced Outlook	\$87,653.53	Down	12%
Active	\$2,000		0.27%
Considering	\$6,000		0.82%
Possible Savings	\$14,138.97	Up	2%

Agenda Item VII.A.7
Planned vs Actual/Projected Spend Rate

Planned versus Actual/Projected Spend Rate on Bathhouse Renovation



11/19/2018

Agenda Item VII.A.8

Spend Rate

- Contracted construction amount is \$731,950 (including OH&P, taxes and insurance). Does not include change orders.
- Change Order #1 [pending] for \$2900 to improve drainage was rebid by an Perfect Cuts for \$1792.
- Spend actuals & projections running behind plan is not an indication of an issue. Spend represents a normal delay of invoicing from suppliers and sub-contractors.

	Spent Amount	Spent Amount %	Retained Amount (10%)	Retained Amount %	Remaining Amount to pay	Remaining % to pay inc retainage
Oct 2018	\$21,852.32	2.98%	\$2,185.23	0.30%	\$710,097.68	97.01%
Nov 2018	\$82,665.59	11.29%	\$8,266.46	1.13%	\$649,284.41	88.71%
Dec 2018						
Jan 2019						
Feb 2019						
Mar 2019						
Apr 2019	\$658,755.00	90%	\$73,195.00	10%	\$73,195.00	10%
~May:Jul 2019	\$731,950.00	100%	\$0	0%	\$0	0%

Agenda Item VII.A.9

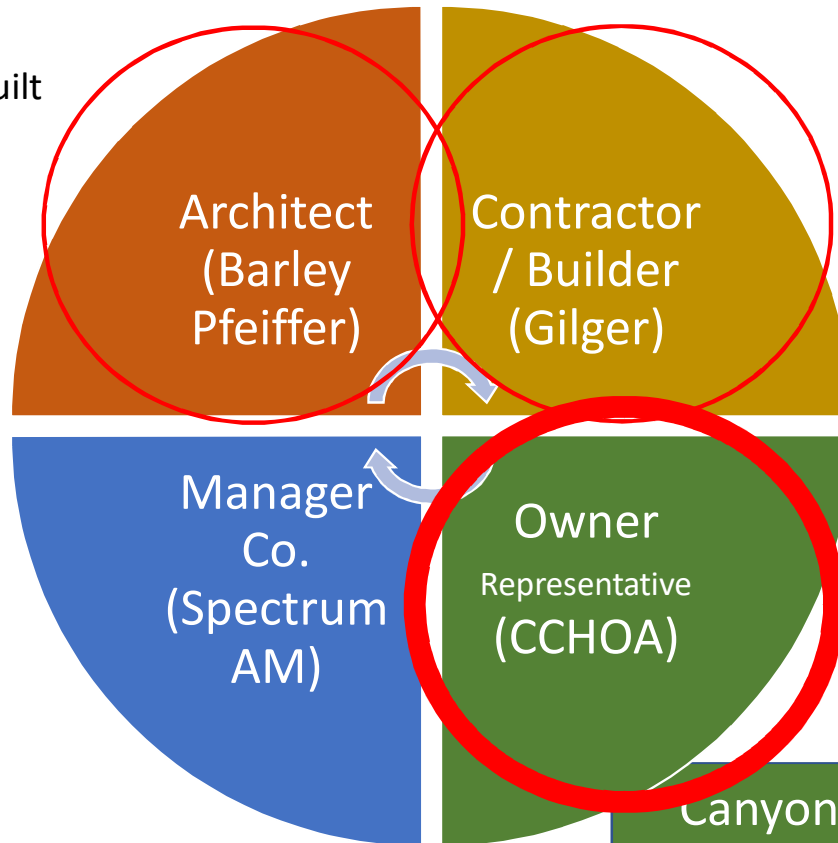
Bathhouse Remodel – High Level Schedule

Bathhouse Remodeling Project Schedule – 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	Sign Construction Contact	\$125 SA Due				\$125 SA Due						
Pre-Const Service Contract Signed				Permitting (Land Answers)		Primary Construction						HOA Post Const			
	5/3 Geo-Tech Contract Signed			Environmental Study	Sign Const. Contact							Furniture Fixtures Decor	New Bathhouse / Community Center Opens		

Agenda Item VII.A.10 Bathhouse Remodel: Partnerships

- **Bi-Weekly OAC Meetings**
- **Review / Challenge PayApps**
- **Review Submittals**
- **Use Architect to Challenge Contractor**

- Specifies WHAT gets built
- Verifies that WHAT was built was to plan.



- Buys the materials
- Hires the labor or sub-contractors
- Builds the building according to plan.

- Makes payments to Builder and Architect as approved by Owner Representative.

- Affirms that what is built is consistent with the intent of the architect's plan.
- Agrees to Payments Authorizations
- Considers options made by builder and architect for issues & alternatives.

Agenda Item VII.A.11

Board Actions

- Request for someone to step forward as a back-up to our owner representative.
- Request to participate in bi-weekly OAC (Owner / Architect / Contractor) meetings.
- Request to provide a secondary audit of PayApp requests.

Agenda Item VII.B.1

GL Code Additions (Gilger Contract Related)

- ????-?? Reno Div 01 – General Conditions
- ????-?? Reno Div 02 – Earthwork
- ????-?? Reno Div 02 – Asphalt & Stripping
- ????-?? Reno Div 02 – Landscape, Irrigation
- ????-?? Reno Div 02 – Termite Control
- ????-?? Reno Div 02 – Demolition
- ????-?? Reno Div 03 – Concrete
- ????-?? Reno Div 04 – Masonry
- ????-?? Reno Div 05 – Metals
- ????-?? Reno Div 06 – Rough Carpentry
- ????-?? Reno Div 06 – Finish Carpentry
- ????-?? Reno Div 07 – Insulation, Fireproofing
- ????-?? Reno Div 07 – Wpfg / Sealants
- ????-?? Reno Div 07 – Roofing
- ????-?? Reno Div 08 – Doors, Frames, Hardware
- ????-?? Reno Div 08 – Windows / Glass
- ????-?? Reno Div 09 – Drywall & Ceilings
- ????-?? Reno Div 09 – Epoxy Flooring
- ????-?? Reno Div 09 – Interior Tile
- ????-?? Reno Div 09 – Painting
- ????-?? Reno Div 10 – Misc Specialties
- ????-?? Reno Div 10 – Toilet & Bath Accessories
- ????-?? Reno Div 15 – Plumbing
- ????-?? Reno Div 15 – HVAC
- ????-?? Reno Div 16 – Electrical
- ????-?? Reno Div 17 – Site Fencing
- ????-?? Reno Div 18 – Periodic & Final Clean
- ????-?? Reno Div 00 – GL and BR Insurance
- ????-?? Reno Div 00 – Contractor OH&P
- ????-?? Reno Div 00 – Remodel Tax

Agenda Item VII.B.2

GL Code Additions (Non-Gilger Contract Related)

- ????-?? Consultants
- ????-?? Permits
- ????-?? Reno Div 02 – Site Utilities
- ????-?? Reno Div 09 – Resilient Flooring
- ????-?? Reno Div 09 – Plaster & Stucco
- ????-?? Reno Div 10 – Signage
- ????-?? Reno Div 12 – Furniture & Fixtures
- ????-?? Reno Div 27 - Low Voltage, Telecom, Internet, Security
- ????-?? Reno Div 99 – Other
- 6307-00 Bathhouse Reno Con (Non-Contract)
- 6309-00 Bathhouse Reno Architecture

Agenda Item VII.B.3 GL Code Additions (Other)

- ????-?? Pool Pump House Maintenance (i.e. pool chlorinator upgrade)
- ????-?? Security System Maintenance (i.e. upgrades)
- ????-?? Reserve Study (Tri-Annual)
- ????-?? Tennis Court Maintenance (i.e. drainage improvements)

Agenda Item VII.B.4

GL Code Additions (Other)

- Breakdown from 5310-00 General Administrative
 - ????-?? Copies/Printing
 - ????-?? Postage
 - ????-?? Storage/Books and Records
 - ????-?? ARC Request Processing
 - ????-?? Professional Accounting (Tax)
 - ????-?? Professional Audit (Tilson)
- Breakdown from 5540-00 Insurance - Prop & Liability
 - 5540-?? Ins-D&O (was 666460 with Goodwin)
 - 5540-?? Ins-Prop & Liability (was 666510 with Goodwin)
 - 5540-?? Ins-Umbrella (was 666530 with Goodwin)

Agenda Item VII.B.5

GL Code Additions (Other)

- Breakdown from 5810-00 Social Committee
 - xxxx-xx Apr - Spring Egg Hunt
 - xxxx-xx Apr - Spring Garage Sale
 - xxxx-xx Aug - Back to School Party
 - xxxx-xx Sep - Fall Festival
 - xxxx-xx Oct - Fall Garage Sale
 - xxxx-xx Dec - Winter Festival
- xxxx-xx Security Patrols
- xxxx-xx Pool Permit

Agenda Item VIII

New Business

A. Pending Bid approvals:

1. Bathhouse change order to Resolve Standing Water Issues
2. Tennis Court Lighting

B. Bid Planning for Post Construction Expenses & Large (Regular and NR) Expenses

C. Proposed 2019 Meeting Calendar

D. Southwest Entrance Licensing and Maintenance Options

Agenda Item VIII.A.1

Re-Approve Cost Reduced Change Order: Install Drain at Front of Building

- It was discovered that we had a standing water issues in mid October when we had a week of torrential rain.
- The standing water...
 - does not pose a risk to the building or foundation.
 - will contribute to mold and mildew as well as a minor safety risk.
- Resolution was not within the scope of the remodeling project with Gilger Construction.
- A change order was requested from Gilger and the bid response came back at \$2886.
- A rebid request to Perfect Cuts came back for \$1791.54.

Motion to:

- Cancel board approved change order request with Gilger. (Gilger had not been informed to proceed).
- Approve Perfect Cuts to perform work for \$1791.54.

2nd

Discussion

All in favor

All opposed

11/19/2018



Agenda Item VIII.A.2

Repair / Replace of Tennis Court Lighting

- Currently two tennis court lights are out.
- Option 1: \$647 Latest bid for HID replacements - offer no long term cost savings in energy use or maintenance of LEDs.
 - \$134 Scaffolding rental
 - \$450 Scaffolding labor setup
 - \$ 33 HID Bulbs
- Option 2: ~\$1123 from previous bid for CornCob replacement (\$633 for one) – Higher cost – but some energy savings until replacement.
 - \$513 for two Parts 36,000 lumen Corn cob bulbs
 - \$134 for Scaffolding
 - \$170 for Scaffolding Labor Set up
 - \$220 Misc Parts (ballast removal) and Labor
- Option 3: Still waiting (~2 months) on bids to repair lights or replace all fixtures with LED. Mark's guestimate is \$9K:
 - \$134 Scaffolding rental.
 - \$450 Scaffolding labor setup
 - \$8K (\$500 parts and labor per LED fixture) * 16 fixtures
 - Cost payback is probably 5 to 10 years in energy savings and bulb replacement.

Motion to...

- (i.e. approve option 2 now, defer option 3 until 2020).

2nd:

Discussion

All in favor / All opposed

11/19/2018

Agenda Item VIII.B

Bid Planning for Post Construction Expenses & Large (Regular and NR) Expenses

- Create a work group to do active planning, selection and bidding of previously 2019 budgeted items and 2020 items.
 1. (2019) Bathhouse Furniture and Fixtures
 2. (2019) Bathhouse / Community Center Access System Installation & Upgrades
 3. (2019) Bathhouse / Community Center Video Surveillance System Installation & Upgrades
 4. (2019) Tennis Court Drainage - Cheng
 5. (2019) Common Fence Maintenance
 6. (2020) Resource (water & electric) monitoring equipment (strategic cost savings)
 7. (2020) Pool Area Light Fixture Replacement to LED (strategic cost savings)
 8. (2020) Tennis Court Light Fixture Replacement to LED (strategic cost savings)
 9. (2020) Common Median Licensing / Monument Randy
 10. ...

- Solicitation of volunteer members in work group:
 - Motion for work group. – Defer to next meeting.
 - 2nd
 - Discussion
 - All in favor / All opposed

Agenda Item VIII.C.1

Proposed 2019 Meeting Calendar

- Proposed dates are
 - Monday evenings at 7pm unless otherwise stated.
 - Typically 3rd week of the month so that the most current financial data may be included & reviewed.
- Proposed dates are:
 - January 7th, 2019: Regular BoD meeting
 - March 11th, 2019: Annual Meeting and Election of Board of Directors (Backup Date is March 25th)
 - May 20th, 2019: Regular BoD meeting and Election of Officers
 - July 22nd, 2019: Regular BoD meeting
 - September 23rd, 2019: Regular BoD & 2020 Budget meeting
 - November 18th, 2019: Regular BoD meeting
 - January 20th, 2020: Regular BoD meeting
- Motion to accept 2019 dates as proposed (or modified)
- 2nd
- Discussion
- All in favor / All opposed

11/19/2018

Agenda Item VIII.D

Southwest Entrance Licensing and Maintenance Options (2019/20 project)

- Strategic Goal: Raise member property values and member satisfaction by improving the CoA owned Southwest Entrance to Boulder Ln.

- Tactical Objectives:
 - Draft Concept Plan:
 - Propose minimum appearance standards (mowing, trimming and maintenance standards).
 - Propose artist rendering of landscaping (if any), monuments (if any), lighting (if any).
 - Build Overall Cost Proposal
 - Non-Reoccurring Costs:
 - Bond estimate for licensing cost with the City of Austin.
 - Cost estimate for property survey.
 - Cost estimate for inclusion into the periodic maintenance schedule.
 - Cost estimate for water meter and median service point
 - Cost estimate for electric meter and median service point
 - Reoccurring Costs: Mowing, Water and Electric.
 - Review Concept Plan and Cost Proposal before proceeding

- Motion to develop – Defer to next meeting
 - Assign owner _____
 - Develop the Concept Plan and Overall Cost Proposal for the boards future consideration
- 2nd
- Discussion
- ^{11/19/2018} All in favor / All opposed

Agenda Item VIII.E

Motion for changing Traffic Advisory Work Group to Traffic Committee

- Review of Request and Recommendation from Randy

- Motion to adopt recommendation
- 2nd
- Discussion
- All in favor / All opposed

Agenda Item IX.A

Community Notices and Reminders – Key Dates

A. Dec 8th: Winter Festival

B. Jan 7th, 2019 BoD meeting

1. Call for Candidates:

- Notice of Feb 8th, 2019 “Call for Candidates” BoD cut-off,
- Notice to membership via SpectrumAM eBlast, CanyonCreek.net, NextDoor.

C. Feb 8th, 2019 Final “Call for Candidates” for 2019 board of directors

- ##### 1. Must make this deadline to have name included on eBallot.

D. Mar 11th, 2019 Annual meeting (proposed date)

- ##### 1. Full Annual Meeting Agenda including eVote for 4 2019 to 2021 Board of Director positions.

Agenda Item IX.B.1

Community Notices and Reminders - CC BoD Call for Candidates

- Step up and serve your community! Take a turn.
- Elected for a 2 year term (either on an even year cycle or odd year cycle).
- Terms Expiring in 2019:
 - Mark Weaver (President)
 - Russ Jakala (Vice President)
 - Randy Lawson (Director)
 - [open board position] (Director)
- Final election results will be tabulated and announced at the March 11th. 2019 Annual meeting
- Candidates may:
 - Have their names added to the ballot available to the membership February 1st, (???). [HIGHLY RECOMMENDED]
 - Be nominated from the floor at the Annual meeting.

Agenda Item IX.B.2

Community Notices and Reminders - CC BoD Call for Candidates

- Interested candidates should:
 - Consider that they will average ~ 1 to 2 hours per week on board. It is not just coming to board meetings.
 - Consider how they plan to provide a value add to the board and to the membership at large. Unique skills and talents welcome.
 - Consider their previous board or management skills. Helpful but not mandatory.
 - Consider their own personality to serve almost 1300 member households.
 - Consider their willingness to work toward the common good of the neighborhood. Unique opinions and thoughts welcome. You are expected to disagree but not be disagreeable.

Agenda Item IX.B.3

Community Notices and Reminders - CC BoD Call for Candidates

- Interested candidates should:
 - Reach out to existing board members if you should have questions about what is or is not expected.
 - Consider a BRIEF paragraph (6 to 8 sentences max) that can be posted on canyoncreek.net and/or nextdoor.com that will let the neighborhood know about you.
 - 1 sentence: What is your day job? “I am a stay at home mom and president of our book club...”. “I work for xyz company for 6 years as a sales rep.”,,,
 - 1 sentence: List any board experience? “I serve on City of Austin D6 Electric Board”,
 - 1 sentence: List any key skills? “I am an CPA and can support our treasurer”, “I am a hostage negotiator”, “I write press releases for our company”,,,
 - 1 sentence: What, if any, is your current community givebacks or fellowships work. “I build houses for the Austin Habitat for Humanity”, “I am the secretary for my sons PTA”,,,
 - 3 sentences on why you want to serve on the board and why the Canyon Creek membership should vote for you.
 - ^{11/19/2018} 1 sentence: Something interesting about yourself.

Agenda Item IX.B.4

Community Notices and Reminders - CC BoD Call for Candidates

- The board is looking to fill or cross-train every position. Board strength though having back-up talent in all positions even beyond the board.
 - President,
 - Vice President,
 - Treasurer,
 - Secretary,
 - Director at Large
- Other volunteers:
 - Committee and Advisory Work Group Leads
 - Project Leaders (Firewise clean-up projects, Greenbelt clean-up projects,,,))
 - Event Leaders and staff (Seasonal festivals,,,))

Agenda Item X. Optional Closing Comment Period (Hard stop 9:30pm)

- 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.
- Member comment period
 - Limited to 2 minutes / member-household
 - Hard stop at 9:30pm
- 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.
- Extend your influence by joining a work group that contributes to a particular topic.

8) Adjourn

