

# Canyon Creek Homeowners' Association Board of Directors Meeting

January 8<sup>th</sup>, 2019 – 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 January 8<sup>th</sup>, 2019

- I. Call to Order
  - A. Reminder for Code of Conduct
  - B. Request to Comment Signup
  - A. Bathhouse Remodeling Project Update
  - B. Future Bid Planning Update
  - C. Southwest Entrance Licensing and Maintenance Plan
- II. Establishment of Quorum
- III. Homeowner Open Forum (Limit 2 min / person)
- IV. Approval of Prior Meeting Minutes
- V. Review of Financials
  - A. Operating Account – Balance Sheet
  - B. Income Statement – Operating
  - C. Income Statement Summary – Operating
  - D. Cash Position Outlook
  - E. Large Account Transactions Explained
- VI. Committee and Work Group Reports
  - A. Architectural Review Committee
  - B. Bathhouse Remodeling Committee
  - K. Traffic and Pedestrian Safety Committee
- VII. Old Business
  - VIII. New Business
    - A. Call for Candidates
    - B. Emergency repairs at Community Center
  - IX. Community Notices and Reminders
    - A. BoD Meeting Calendar
    - B. Remember to call SpectrumAM first!
  - 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 February or March, 2019
- 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.

## Operating Account – Balance Sheet (Denise)

	Operating	Reserve	Total
<b>Assets</b>			
<b>Current Assets</b>			
Green Bank Operating	\$409,778.15	\$0.00	\$409,778.15
Green Bank Money Market	\$0.00	\$2.47	\$2.47
Alliance Money Market	\$0.00	\$227,709.77	\$227,709.77
Pacific Premier Money Market	\$0.00	\$250,302.43	\$250,302.43
Pacific Premier ICS Money Market	\$0.00	\$26,958.83	\$26,958.83
<b>Total: Current Assets</b>	<b>\$409,778.15</b>	<b>\$504,973.50</b>	<b>\$914,751.65</b>
<b>Accounts Receivable</b>			
Accounts Receivable	\$32,501.24	\$0.00	\$32,501.24
<b>Total: Accounts Receivable</b>	<b>\$32,501.24</b>	<b>\$0.00</b>	<b>\$32,501.24</b>
<b>Other Assets</b>			
Deposit-License Agrmnt	\$27,500.00	\$0.00	\$27,500.00
Deposit-Other	\$2,807.00	\$0.00	\$2,807.00
Prepaid Insurances	\$10,846.51	\$0.00	\$10,846.51
<b>Total: Other Assets</b>	<b>\$41,153.51</b>	<b>\$0.00</b>	<b>\$41,153.51</b>
<b>Total: Assets</b>	<b>\$483,432.90</b>	<b>\$504,973.50</b>	<b>\$988,406.40</b>
<b>Liabilities &amp; Equity</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$3,136.35	\$0.00	\$3,136.35
Key Deposit	\$19,513.00	\$0.00	\$19,513.00
Prepaid Assessments	\$250,974.71	\$0.00	\$250,974.71
A/P Spectrum Collections	\$5,213.95	\$0.00	\$5,213.95
<b>Total: Current Liabilities</b>	<b>\$278,838.01</b>	<b>\$0.00</b>	<b>\$278,838.01</b>
<b>Equity</b>			
Reserve Funding	\$0.00	\$502,932.10	\$502,932.10
Retained Earnings	\$233,738.95	\$0.00	\$233,738.95
<b>Total: Equity</b>	<b>\$233,738.95</b>	<b>\$502,932.10</b>	<b>\$736,671.05</b>
<b>Total Net Income Gain / Loss</b>	<b>(\$29,144.06)</b>	<b>\$2,041.40</b>	<b>(\$27,102.66)</b>
<b>Total: Liabilities &amp; Equity</b>	<b>\$483,432.90</b>	<b>\$504,973.50</b>	<b>\$988,406.40</b>

1/8/2019

## Agenda Item V.B. Income Statement – Operating (Denise)

	Actual	Budget	Variance Better (Worse)
Operating Income	\$620,737.66	\$520,500.00	\$100,237.66
Total Maintenance	\$151,016.33	\$171,422.00	\$20,405.67
Utilities	\$94,091.63	\$131,715.00	\$37,623.37
Administrative	\$133,914.69	\$117,114.00	(\$16,800.69)
Amenity Center	\$276.96	\$0.00	(\$276.96)
Pool / Pond	\$66,925.63	74,737.00	\$7,811.37
Other	\$66,865.36	\$365,800.00	\$298,934.64
Reno	\$136,791.12	\$0.00	(\$136,791.12)
Total	\$649,881.72	\$860,788.00	\$210,906.28
Net Income	(\$29,144.06)	(\$340,288.00)	\$311,143.94

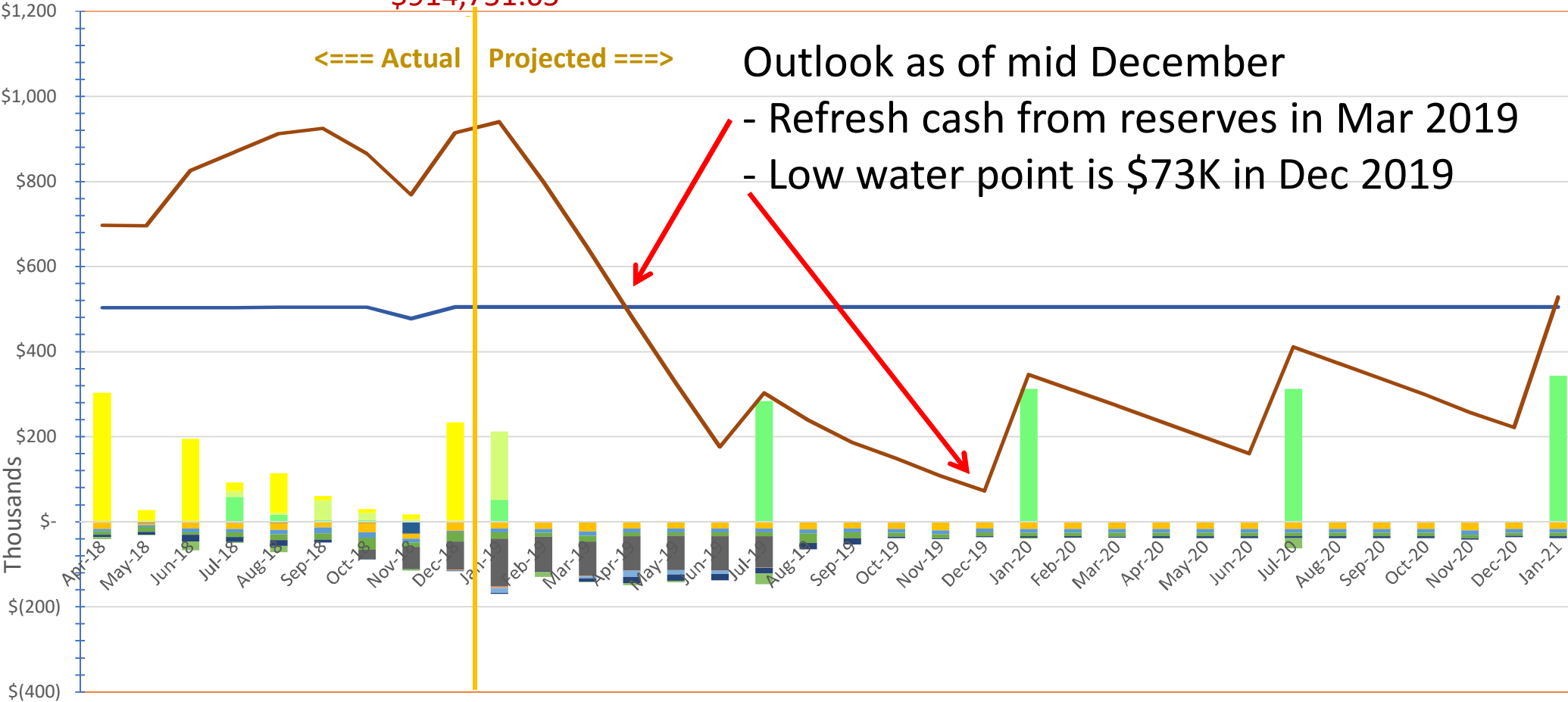
# Agenda Item V.E.

## Large Account Transactions Explained

- \$(26,946.30) 1030-00 Bank Adjustment - ICS Account - Is this a new account? -26,946.30 - **This is part of the Pacific Premier transfer from Green Bank Money Market. Due to FDIC regulations, only a certain amount of money is covered in a money market. When your balance exceeds that, it is moved to a separate account for coverage purposes. This is what that is for. It will not show on the report, but will in the bank statements once prepared. As the balance in the Pacific Premier Money Market account decreases (due to construction transfers), they will move this money back to the regular Pacific Premier Money Market.**
- \$361,422.11 down to \$291,138.27 in the Green Bank Operating Account -70,283.84 - **We are currently paying bills from Green Bank and have not made any transfers as of yet to take advantage of as much interest as possible. This reduction is due to the expenses paid.**
- \$50,033.16 down to \$2.47 in the Green Bank Money Market Account -50,030.69 - **This is the account that is being closed out. A portion was transferred into Pacific Premier Regular Money Market and the other portion to ICS (alternate Pacific Premier Account)**
- \$226,913.14 up to \$250,185.56 in the Pacific Premier Money Market account . +23,272.42 - **Addition from Green Bank Money Market close out**

1/8/2019

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



- |  |  |   |  |  |
|--|--|---|--|--|
| <span style="color: green;">■</span> Regular Assessments | <span style="color: lightgreen;">■</span> Special Assessment | <span style="color: yellow;">■</span> All Other Income            | <span style="color: darkblue;">■</span> Current Assets               | <span style="color: darkgreen;">■</span> Accounts Receivable           |
| <span style="color: brown;">■</span> Current Liabilities | <span style="color: orange;">■</span> Equity                 | <span style="color: grey;">■</span> Income                        | <span style="color: yellow;">■</span> Maintenance                    | <span style="color: blue;">■</span> Utilities                          |
| <span style="color: green;">■</span> Administration      | <span style="color: blue;">■</span> Amenity Center           | <span style="color: darkgrey;">■</span> Bathhouse Reno - Contract | <span style="color: orange;">■</span> Bathhouse Reno - Change Orders | <span style="color: lightblue;">■</span> Bathhouse Reno - Non Contract |
| <span style="color: darkblue;">■</span> Pool/Pond        | <span style="color: lightgreen;">■</span> Other Expense      | <span style="color: blue;">■</span> Cash Reserves                 | <span style="color: brown;">■</span> Cash (O + R)                    |  |

# 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, Jetti Nasrallah
<del>C</del>	<del>City of Austin Liaison</del>	<del>Randy Lawson</del>	
<del>D</del>	<del>Community Center</del>	<del>Jetti Nasrallah</del>	
<del>E</del>	<del>Community Projects</del>	<del>Russ Jakala</del>	<del>Cheng Wooster, Dave Marshall</del>
<del>F</del>	<del>Crime and Safety</del>	<del>Randy Lawson</del>	<del>Mark Weaver</del>
<del>G</del>	<del>Events</del>	<del>Cheng Wooster</del>	<del>Many depending on the event</del>
<del>H</del>	<del>Greenbelt / Firewise Committee</del>	<del>Cheng Wooster</del>	<del>Dave Marshall</del>
<del>I</del>	<del>Internet Communication</del>	<del>Dave Marshall</del>	
<del>J</del>	<del>Mowing &amp; Landscaping</del>	<del>Russ Jakala</del>	<del>Mark Weaver</del>
<del>K</del>	<del>Tennis</del>	<del>Cheng Wooster</del>	<del>Xiaohu Zhang, Xianghua Xiao,,,</del>
L	Traffic and Pedestrian Safety Committee	Randy Lawson Dave Marshall	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](mailto:board@canyoncreek.net) if you wish to participate in a committee or working group.

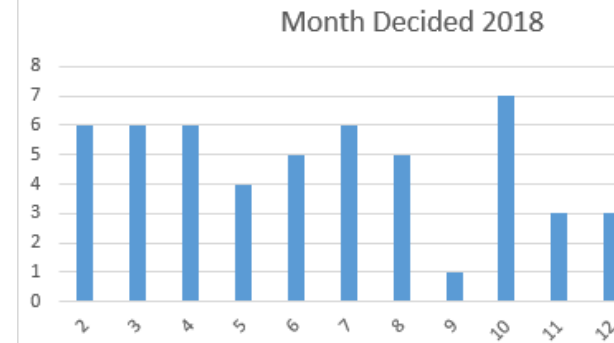
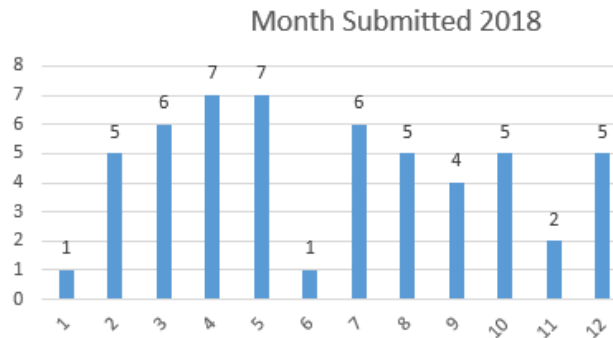
# Agenda Item VI.A.1.

## Architectural Review Committee As of As of December 31, 2018

Submitted since last report (Nov): 7

Approved since last report (Nov): 5

YTD Submitted	Processed	Average Response Time in Days for those approved
56	54	15
		3 Declined
		31 Approved
		9 Approved with conditions
		9 Approved with info
		2 More Info Needed (Neighbor Sign-offs)
		2 Auto Approved
		<b>56 Total Processed in this time period</b>
		2 In Process - More Info Needed



**Other News:** Nothing this month

Agenda Item VI.B.

## Bathhouse / Community Center Remodeling Project

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

# Agenda Item VI.L.1

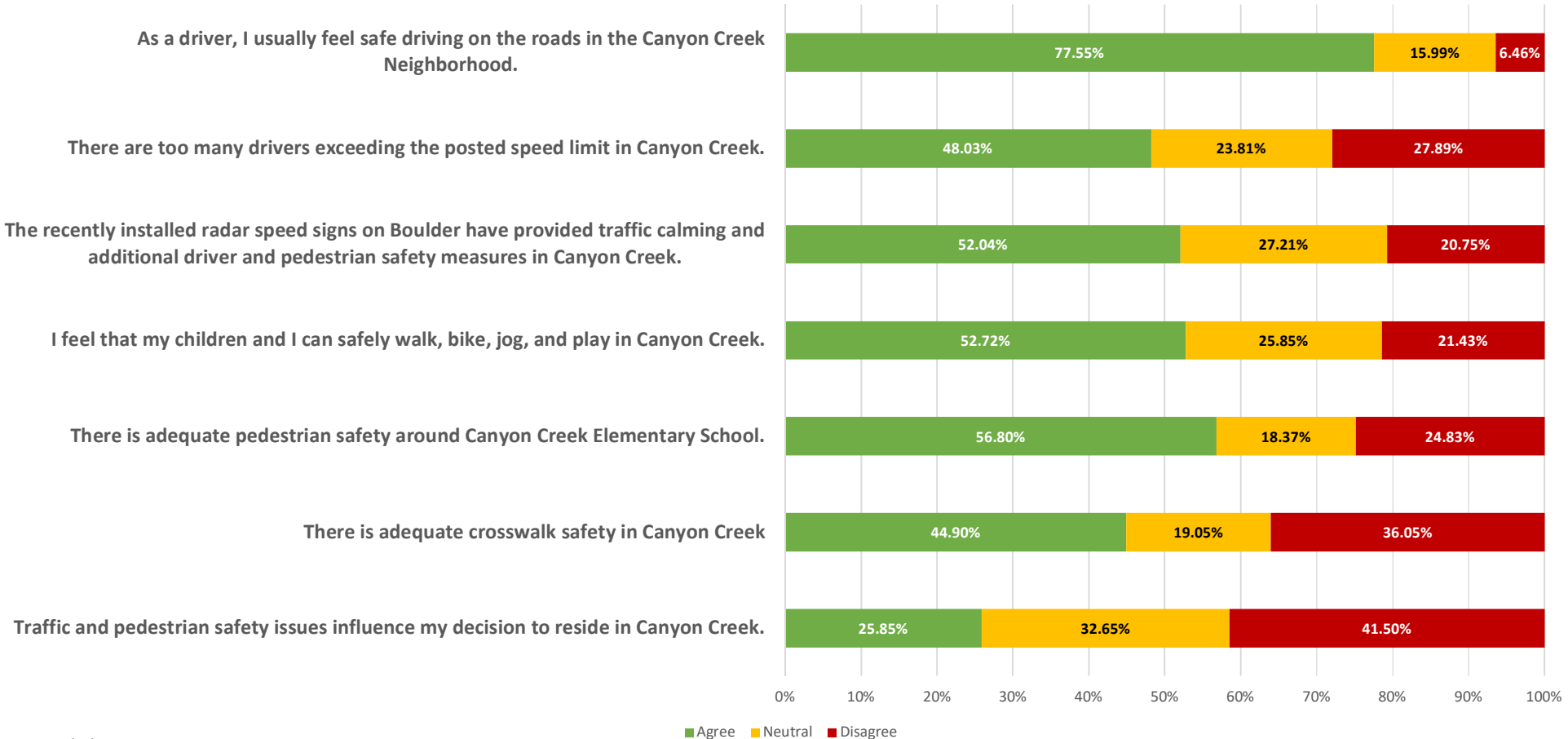
## Survey Summary:

- 294 Responses → ~23% response rate
- Most respondents are not too concerned about traffic and pedestrian safety
- Crosswalk improvements would be the most widely supported initiative



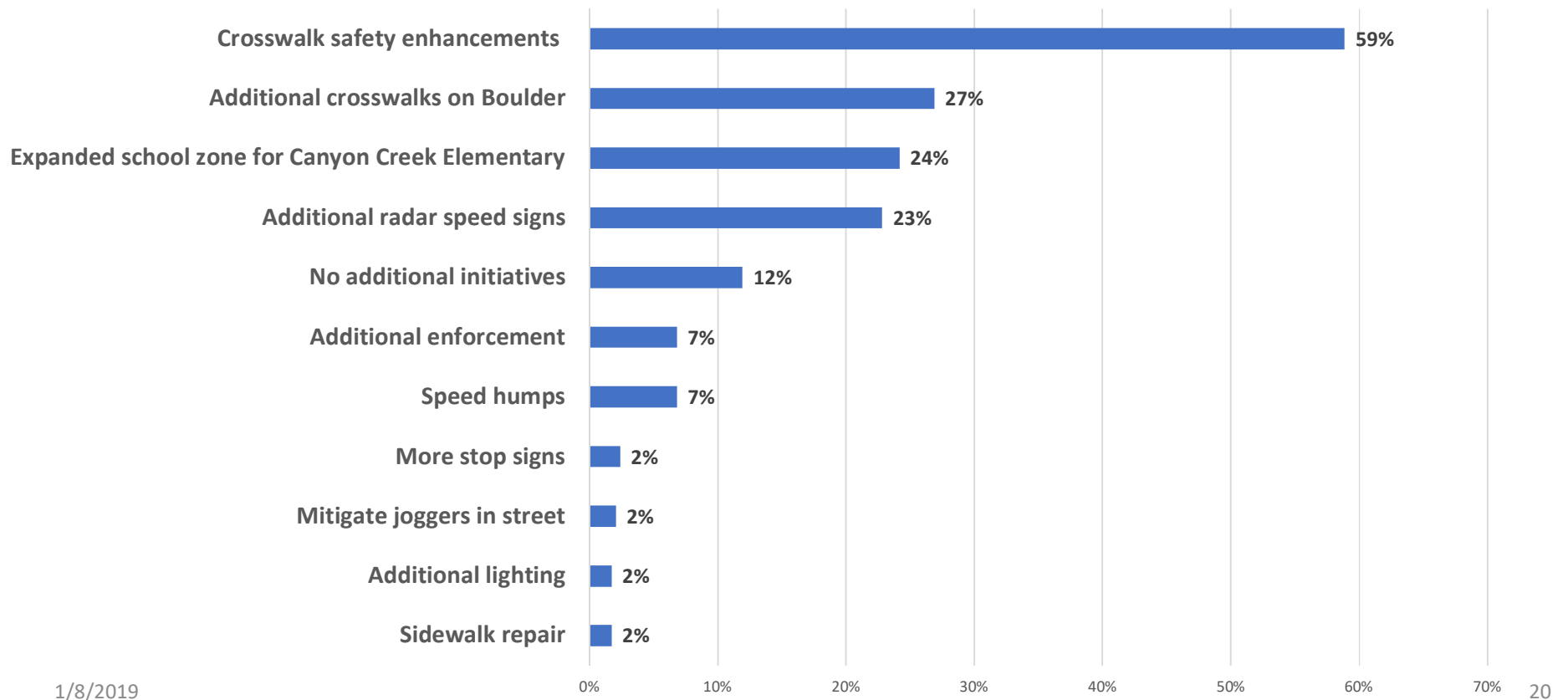
# Agenda Item VI.L.2

## Resident Sentiment:



# Agenda Item VI.L.3

## Which of the following traffic and pedestrian safety initiatives would you support?



## Agenda Item VI.L.4

### Next Steps:

- Traffic Calming Enforcement - *in progress with deputy constable patrols*
- Canyon Creek Elementary School Zone Review/Expansion - *in progress with city personnel (city to review and advise)*
- Crosswalk safety improvements - *pedestrian initiated embedded street lighting at crosswalks being investigated*
- Sidewalk repairs - *request input from residents and record specific locations for submittal to city personnel for corrective action)*
- Two Radar Signs (DSDD's) for Chestnut Ridge in 2019?
- Review of Effectiveness of DSDD's – *city ATD to advise*

# Agenda Item VII. Old Business

- A. Bathhouse / Community Center renovation project update
- B. Bid Planning for Post Construction Expenses & Large (Regular and NR) Expenses
- C. Southwest Entrance Licensing and Maintenance Options (2019/20 project)

# Agenda Item VII. Old Business

## A. Bathhouse / Community Center renovation project update



## Agenda Item VII.A.1

### Bathroom Remodel – Critical Completed & Next Events

- **Completed Oct 2018:**
  - Pool Closed, Site Closed for Construction, Construction Started
  - Demolition of roof, plumbing and electrical completed.
  - Foundation x-ray for foundation cuts,
  - Foundation cuts for plumbing
  - Foundation detail updates from site inspection of structural engineer.
- **Completed Nov 2018:**
  - Rough-In Plumbing Complete
  - Structural steel submittal (critical)
- **Completed Dec 2018:**
  - Pour of footers for center columns, and front right wall
  - Floor covering submittal
  - Framing lumber and roof truss material delivery
- **Completed Jan 2019:**
  - Door framing installation
- **GC Critical Next Steps for Jan 2019:**
  - Structural Steel (Columns) delivery and placement
  - Electrical service entrance
  - PEC Transformer upgrade
  - Roof Truss placement
  - Roof installation and dry-in
- **CC Critical Next Steps for Jan 2019:**
  - Bid planning for new access system, Furniture for Patio & Pool, Video Surveillance System
  - Color choices for stone, paint and tile need one final review.

# Agenda Item VII.A.2

## Submittal History (i.e. ordered materials)

	Description	Subcontractor	Date Received	Submitted to A/E	Submittal Due	Response Received	Days Outstanding	STATUS
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	<b>Exterior Architectural Steel - Exterior Columns</b> Entry Gate (reuse existing), Exterior Gate & Fence	10/11/2018	10/11/2018	10/11/2018	10/17/2018		28	On schedule for deliver Jan 9th
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	Closed	Approved	Closed
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	36	
22-001	Plumbing Fixtures	9/7/2018	9/6/2018	9/10/2018	9/21/2018	9/28/2018	59	

# Agenda Item VII.A.3

## Work days lost due to weather and change orders

- Contract completion date is 182 days from Oct 1<sup>st</sup>, 2018 (or April 1<sup>st</sup>, 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 Contract Allowed Weather Days	Builder Allowed Weather Days	Owner Initiated Change Order Days	Change Order Days Taken	Contract Completion Date	Contractor Projected Outlook
Oct 2018	9	4	5	0	0	Apr 5, 2019	Apr 5, 2019
Nov 2018	0	3	0	0	0	>=Apr 8, 2019	Apr 19, 2019
Dec 2018	3	4	0	0	0	Apr 5, 2019	Apr 5, 2019
Jan 2019	>= 1	4	0 so far	0	0	Apr 5, 2019	Apr 5, 2019
Feb 2019		4					
Mar 2019		4					
Apr 2019		4					



# Agenda Item VII.A.4

## Pending Change Order Allowance & Candidate Queue

- Completed / In-Process:

- Non-Contract: \$1,782 - Front entrance drainage
- Change Order: \$7,625 - 3 Doors/Frames (Designed as “Existing” and was not bid, but condition requires replacement)
- Non-Contract: \$11,186 - PEC Service Transformer upgrade
  - Relief if HOA was “tax exempt” but not “non-profit” so we did not qualify.
- Committed: \$20,593

	Amount	of \$731,950
* Contingency Allowance	\$109,792	15.0%
Committed Change Orders	7,625	1.0%
Committed Non-Contract	12,968	1.8%
Sized Bids / Change Orders	0	0%
Remaining Contingency	89,199	12.2%

- Pending:

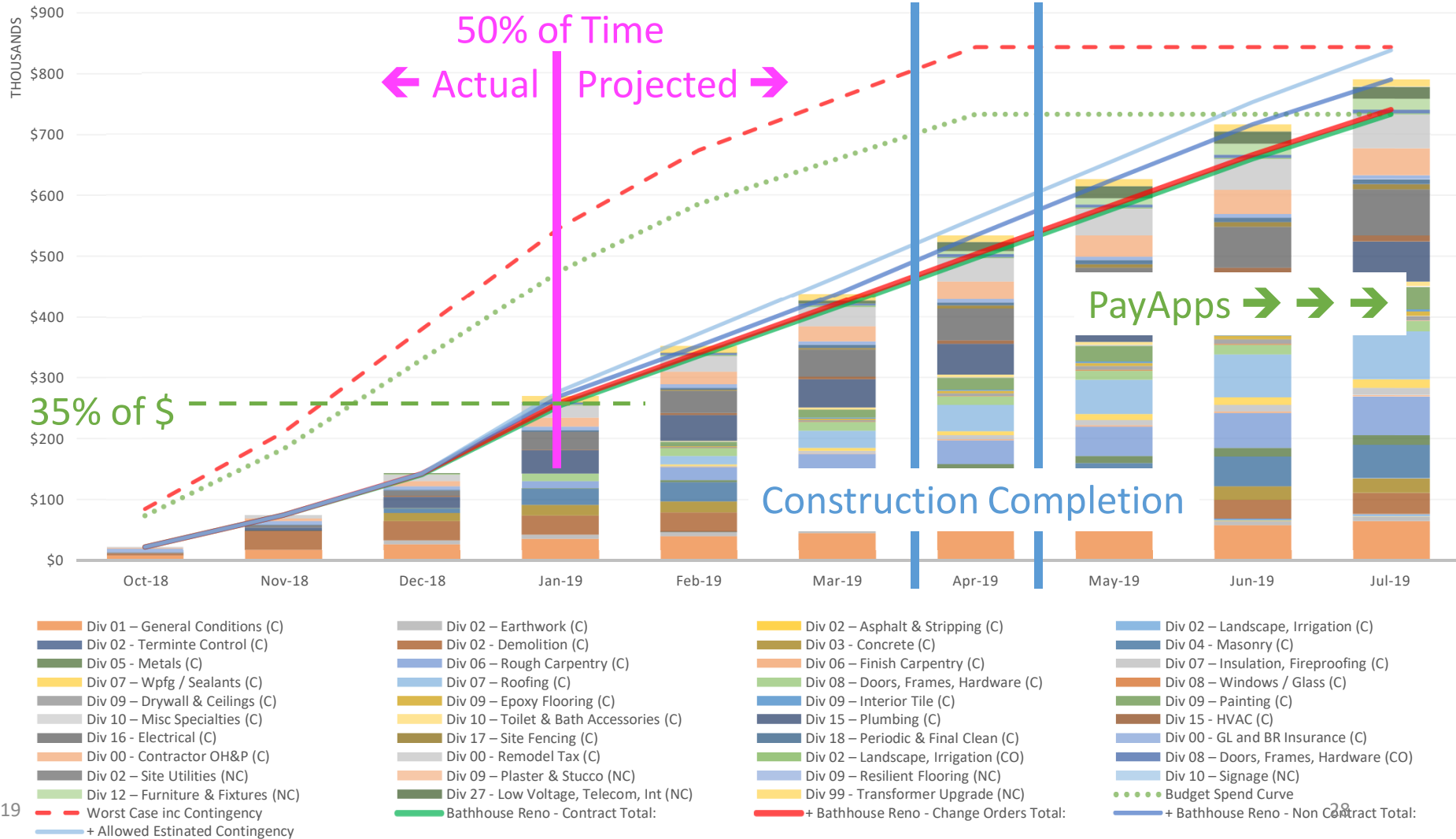
- Non-Contract: \$422.18 Riverrock around installed drain.
- Non-Contract: Replacement if KeyCard Access System (Pending Bids)
- Non-Contract: Patio & Pool Furniture & Fixtures – Tables, Chairs, Chaise Chairs and Umbrellas (Pending Bids)
- Non-Contract: Video Surveillance System Installation (Pending Bids)
- ...

### Note:

- In addition \$109,792 contingency, there is approximately \$40K of “Non-Contract” or Post Construction already included in the 2019 budget.

# Agenda Item VII.A.5 Planned vs Actual/Projected Spend Rate

## Planned versus Actual/Projected Spend Rate on Bathhouse Renovation



# Agenda Item VII.A.6

## Spend Rate

- Contracted construction amount is \$731,950 (including OH&P, taxes and insurance). Does not include change orders.
- 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.

	PayApp #	Monthly Spent Amount	Cumulative Spent Amount %	Retained Amount (10%)	Cumulative Retained %	Remaining Amount to pay	Remaining % to pay inc retainage
Oct 2018	01	\$21,852.32	2.99%	\$2,185.23	0.30%	\$710,097.68	97.01%
Nov 2018	02	\$52,545.82	10.16%	\$8,266.46	1.13%	\$649,284.41	88.71%
Dec 2018	03	\$66,382.37	19.23%	\$15,642.28	2.14%	\$591,169.49	80.76%
Jan 2019 (est)	04	\$113,122.67	34.69%	\$28,561.64	3.90%	\$480,730.83	65.68%
Feb 2019	05						
Mar 2019	06						
Apr 2019	07	\$658,755.00	90%	\$73,195.00	10%	\$73,195.00	10%
~May:Jul 2019	08...	\$731,950.00	100%	\$0	0%	\$0	0%

# Agenda Item VII.A.7

## 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	
1/8/2019									30						

## Agenda Item VII.A.8

### Net Status:

- Structural steel columns have still not been delivered and erected.
  - Fabricator delayed due to rain delays on other projects.
  - Scheduled to be delivered Wednesday, January 9<sup>th</sup>
- 35% cash expense at 50% of the build cycle is:
  - Nominal for sub-contractor billing cycle.
  - Partially indicative of structural steel delay.
- January exceptions can be absorbed within project contingency:
  - \$6.7K needed for 3 doors & frames design assumption / contractor bid omission.
  - \$11.1K PEC Transformer upgrade cost can be absorbed within project contingency.

## Agenda Item VII.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-Jan) Bathhouse Furniture - ?? / DJ
  2. (2019-Feb) Bathhouse / Community Center Access System Installation & Upgrades – MW/DJ
  3. (2019-Apr) Bathhouse / Community Center Video Surveillance System Installation & Upgrades – MW/DJ
  4. (2019-July) Tennis Court Drainage – CW/DJ
  5. (2019-July) Resource (water & electric) monitoring equipment (strategic cost savings) – MW/DJ
  6. (2019-July) Common Fence Maintenance - ?? / DJ
  7. (2020) Pool Area Light Fixture Replacement to LED (strategic cost savings) – BF/DJ
  8. (2020) Tennis Court Light Fixture Replacement to LED (strategic cost savings) – BF/DJ
  9. (2020) Common Median Licensing / Monument - RL/DJ
  10. ...
- Plan should include:
  - Objective / Scope of result
  - Budget / Expense by month / On-going maintenance expense
  - Payback (Member benefit / ROI)
  - Bid cycle (Candidate vendors / Community Involvement)
  - Proposed schedule / execution plan

# Agenda Item VIII.C

## 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
- 2<sup>nd</sup>
- Discussion
- <sup>1/8/2019</sup> All in favor / All opposed

# Agenda Item VIII

## New Business

### A. Call for Candidates for 2019 Board of Directors



## Agenda Item VIII.A.1

### Community Notices and Reminders - CC BoD Call for Candidates

- Schedule

- Mid Jan: Quote for online voting from I Vote HOA.
- Mid Jan: Candidate solicitation notice via E-Blast to all registered homeowners, canyoncreek.net and nextdoor.com. Key points:
  - Why you should run for the board
  - Due date for all candidate profile forms will be February 22, 2018.
- Feb 11: A reminder E-Blast will be sent to all registered Homeowners, CC, and ND, with the Candidate Solicitation Notice.
- Feb 22 @ 5:00 pm: Candidate Solicitation Period ends to have members names on eVote & regular mail ballots.
- Feb 25: Annual Meeting Notice sent via E-Blast and regular mail. This will have the instructions for online voting included.
- Feb 25: Online voting opens and emails with registration codes sent to all registered Homeowners.
- Mar 11 @ mail delivery to SpectrumAM office: last chance to have mailed voting forms included
- Mar 11 @ 5:00pm: Online voting period ends
- Mar 12 @ 7:00pm: final voting forms collected at meeting after candidate presentations

# Agenda Item VIII.B

## Emergency Repairs Needed at Community Center

### 1. French Drain:

- Problem: A significant quantity of water is running across parking lot – appears to be coming from damaged French drain (and leaking about 1 gal/minute into the parking lot).
  - Source of water into French drain unknown.
  - Target of drain is unknown and may be blocked.
- Actions:
  - Bid & hire plumber to repair & flush French drain. Excavate and lower below grade as needed.
  - Bid & hire for hardscape / cement sidewalk instead of gravel.

### 2. Pathway Damage:

- Problem: A significant quantity of pathway gravel from parking lot to tennis court & volleyball court is washed out.
  - Gravel & dirt has washed into the parking lot
- Actions:
  - Need to hire someone to sweep driveway.

### 3. City Water / Pool Skimmer Leak

- Problem:
  - Pool skimmer appears to be leaking
  - Other leaks may exist but are pending investigation via resolution of skimmer leak fix
- Actions:
  - Under investigation by Austin Pool Pros

### 4. Installation of riverrock at new drain

- Problem: New drain is blocked by mulch and debris
- Actions: Bid available from Perfect Cuts for \$422.18 to surround with river rock

# Agenda Item IX.A.1

## Current 2019 Board of Directors Meeting Calendar

- Timing is typically:
  - Monday evenings at 7pm unless otherwise stated
  - 3<sup>rd</sup> week of the month
  
- Current 2019 Calendar is:
  1. January 8<sup>th</sup>, 2019: Regular BoD meeting
    - March 12<sup>th</sup>, 2019: Annual Meeting and Election of Board of Directors
  2. May 20<sup>th</sup>, 2019: Regular BoD meeting and Election of Officers
  3. July 22<sup>nd</sup>, 2019: Regular BoD meeting
  4. September 23<sup>rd</sup>, 2019: Regular BoD & 2020 Budget meeting
  5. November 18<sup>th</sup>, 2019: Regular BoD meeting
  
- Current 2020 Calendar is:
  1. 1/8/2019 January 20<sup>th</sup>, 2020: Regular BoD meeting

## Agenda Item IX.B

### Reminder to Call Spectrum Association Management First

- 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](mailto:contact@spectrumAM.com).
  - SpectrumAM has full access to your account information.
  - SpectrumAM can more quickly dispatch repair and service personnel.

## 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

