

Canyon Creek Homeowners' Association 2019 Annual Meeting

March 12th 7:00pm – Church at Canyon Creek



Canyon Creek Homeowners' Association Meeting Standing Rules



- If you wish to speak, please raise your hand.
- Please silence your cell phones.
- Please be respectful with your questions and comments.
- Please do not interrupt any speaker.
- If you address the membership or board, please limit your comments to two (2) minutes.
- Thank you for observing these rules.

Canyon Creek Homeowners' Association 2018 - 2019 Board of Directors



- President: Mark Weaver
- Vice President: Russ Jakala
- Secretary: Cheng Wooster
- Treasurer: Brett Funderburg
- Director: Randy Lawson
- Director: Jetti Nasrallah
- Director: [1 vacant]

Canyon Creek Homeowners' Association 2019 Annual Meeting Agenda



- I. Call to Order – 6:30
 - a. Determination of Quorum
 - b. Proof of Notice
 - c. Introductions
- II. Approval of Minutes for 2018 Annual Meeting
- III. Financial Report
- IV. Election of Board Members
 - a. Nominations from the Floor
 - b. Introduction of Candidates
 - c. Voting
 - d. Announcement of Election Results
- V. Old Business
 - a. Bathhouse / Community Center status update
- VI. New Business
 - a. Planning for the Future
 - b. Compliance & ARC Priorities
 - c. PSA for New police & fire station
 - d. Committee & Advisory work group sign-up opportunities
- VII. Question & Answer Period
- VIII. Adjournment

Canyon Creek Homeowners' Association Determination of Quorum



- Requires 10% of all Members (Homeowners) to be present in person, by proxy, or via online voting.
- Quorum was met via proxy and online prior to the Meeting.

Canyon Creek Homeowners' Association Proof of Notice



- The Proof of Notice is available to any Homeowner at the sign-in table.
- The notice was issued on 02/26/2019 and postmarked on 03/01/2019

Canyon Creek Homeowners' Association Introductions



- CC HOA President: Mark Weaver
- CC HOA Vice President: Russ Jakala
- CC HOA Secretary: Cheng Wooster
- CC HOA Treasurer: Brett Funderburg
- CC HOA Director: Randy Lawson
- CC HOA Director: Jetti Nasrallah

- SpectrumAM Community Manager: Denise Johnston

Canyon Creek Homeowners' Association Approval of 2018 Annual Meeting Minutes



Canyon Creek Homeowners' Association Total Assets as of 02/28/2019



• Operating:	\$336,898.47
• Alliance Money Market Reserve:	\$228,006.80
• Pacific Premier Money Market Reserve:	\$240,187.62
• Pacific Premier ICS Money Market Reserve:	\$ 37,274.82
• Accounts Receivable:	\$ 68,471.08
• Deposit – License Agreement:	\$ 27,500.00
• Deposit – Other:	\$ 2,807.00
• Prepaid Insurance:	\$ 13,711.99
•	
• Total Assets:	\$954,857.78

Canyon Creek Homeowners' Association Operating Expenses as of 02/28/2019

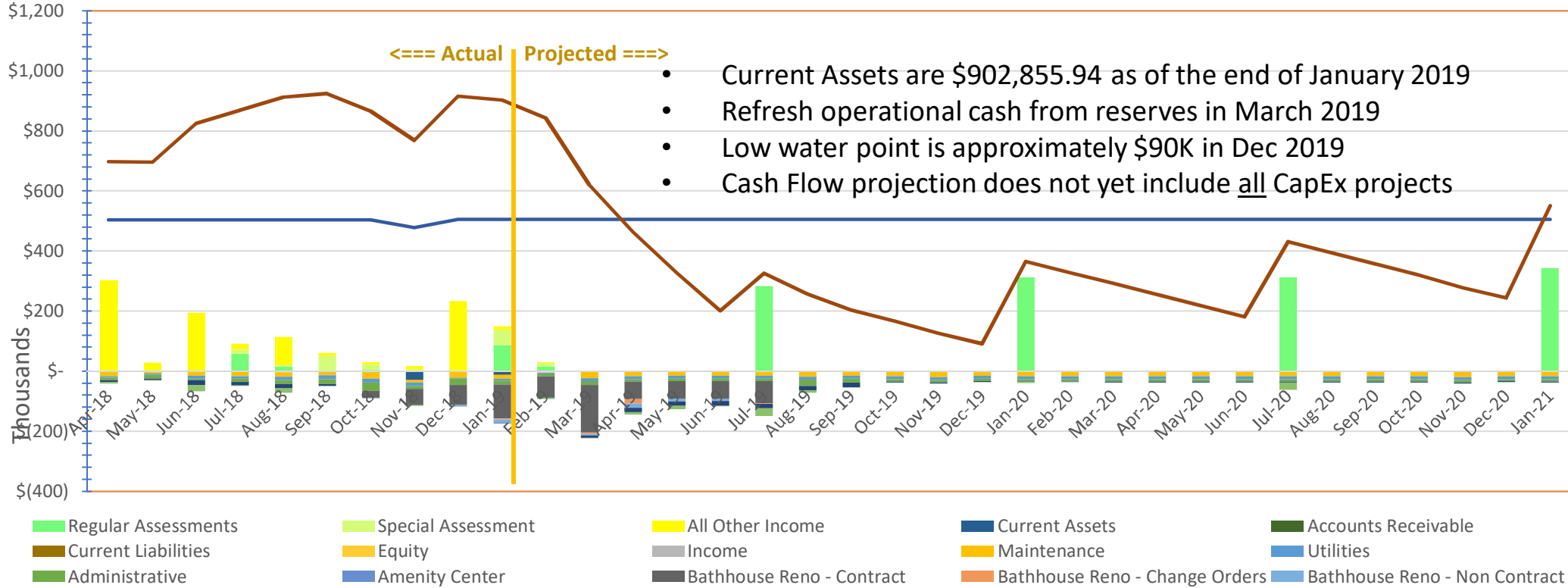


• Total Maintenance Expenses:	\$ 23,199.02
• Total Utilities:	\$ 8,092.32
• Total Administrative/Insurance:	\$ 14,620.36
• Amenity Center:	\$ 0.00
• Reno:	\$198,656.20
• Pool / Pond:	\$ 1,932.58
• Other:	\$ 2,267.57
•	
• Total Operating Expenses:	\$ 248,768.05

Canyon Creek Homeowners' Association 2-year Actual / Projected Cash Flow



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



- Current Assets are \$902,855.94 as of the end of January 2019
- Refresh operational cash from reserves in March 2019
- Low water point is approximately \$90K in Dec 2019
- Cash Flow projection does not yet include all CapEx projects

Canyon Creek Homeowners' Association Board Elections



- Four (4) Positions are Open
 - Mark Weaver
 - Russ Jakala
 - Randy Lawson
 - 1 vacant
- Nominations from the floor
- Candidate introductions
- Voting by attendees
- Counting of ballots
- Announcement of results
- Election of Officers will be conducted at May 2019 meeting

Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation High Level Schedule



2018									2019								
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Tennis & BB Courts Open						Tennis & BB Courts Open Parking and Events Limited						Tennis and BB Courts Open Full Parking Available					
Pool Season Open						Early Pool Close	Normal Seasonal Pool Closure						2019 Pool Season Opens				
Annual Meeting	Building Redefined		Board Vote	Sign Construct. Contact	\$125 SA Due				\$125 SA Due					New Bathhouse / Community Center Opens			
Pre-Const Service Contract Signed				Permitting (Land Answers)		Primary Construction										Post Construction & "Make Ready"	
	5/3 Geo-Tech Contract Signed			Environmental Study	Sign Const. Contact												

Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation Work days lost due to weather & 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 (Effective now)
- 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	0	0	Apr 5, 2019	Apr 5, 2019
Feb 2019	0	4	0	9	TBD	Apr 18, 2019	Apr 18, 2019
Mar 2019		4					
Apr 2019		4					

Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation Change Order Summary



	with	\$	Days	Description
3 rd Party	PC	1,782	0	Front Entrance Drainage
GCR #03	Gilger	7,625	0	3 Doors/Frames (Designed as "Existing" & was not bid. Replacement required)
3 rd Party	PEC	11,186	0	PEC Service Transformer upgrade
3 rd Party	Viper	18,356	0	Replacement of failed member card access system
GCR #04r1	Gilger	880	0	Access Card Back Boxes (omitted from contract supplemental specification)
GCR #05r1	Gilger	14,153	5	Additional Floor Coating and Leveling
GCR #06	Gilger	591	2	Stucco Finish Accents on Back Porch
GCR #07	Gilger	1,827	2	Add Power Circuits to Equip Room (security equip & future security lighting)
GCR #08	Gilger	4.5K	TBD	Additional ADA accommodations (Not yet evaluated by BoD)

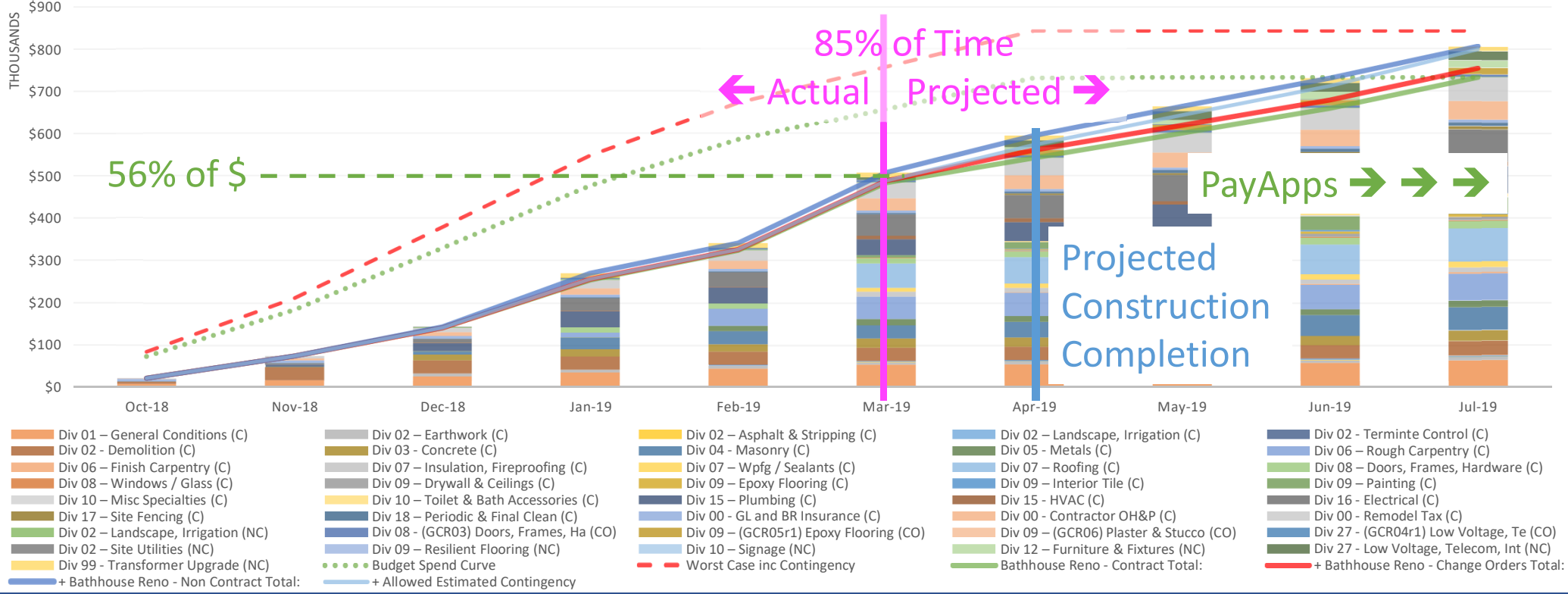
	Amount	of \$731,950
Contingency Allowance	\$109,792	15.0%
Gilger Committed Change Orders	25,076	3.4%
3 rd Party Non-Contract Work	31,324	4.3%
Sized Bids / Change Orders Under Evaluation	4,500	0.6%
Remaining Contingency	48,892	6.7%

- With less than 6 weeks to go, the contingency spend is expected to decrease.

Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation Spend versus Time



Planned versus Actual/Projected Spend Rate on Bathhouse Renovation



Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation Actual Spend against Projected Spend



- Contracted construction amount is \$731,950 (including OH&P, taxes and insurance) plus 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 #	Cumulative Spend	Cumulative Spent Amount %	Retained Amount (10%)	Cumulative Retained %	Remaining Amount to pay	Remaining % to pay inc retainage
Oct 2018	01	\$21,852.32	3.0%	\$2,185.23	0.30%	\$710,097.68	97.0%
Nov 2018	02	\$74,398.14	10.2%	\$8,266.46	1.13%	\$649,284.41	88.7%
Dec 2018	03	\$140,780.51	19.2%	\$15,642.28	2.14%	\$591,169.49	80.8%
Jan 2019	04	\$253,903.18	34.7%	\$28,561.64	3.90%	\$480,730.83	65.7%
Feb 2019	05	\$324,044.88	44.3%	\$36,354.99	4.81%	\$410,589.13	54.4%
Mar 2019	06	\$482,766.75	55.7%	\$54,494.85	7.21%	\$264,781.36	35.1%
Apr 2019	07		~80% Estimated				
May-Jun2019		~\$679,711.50	~90%	~\$75,523.50	~10%	~\$75,523.50	~10%
Last 2019		\$755,235.00	100%	\$0	0%	\$0	0%

Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation Post-construction Activities (After CO is issued)



- Pool area maintenance
 - Tile and coping repairs
 - Railing repairs & painting
 - Pressure washing, canopy painting
 - Additional sweep for construction sharps
 - Rock, soil, sod and shrubbery maintenance, irrigation system repairs, etc.
 - Delivery and setup of replacement pool furniture
- Bathhouse / Community Center “make ready”
 - Final hookup, reactivation and testing of security and access equipment
 - Emergency signage, bulletin boards, permits, and re-validation of emergency phones with 911/CTCOG
 - Delivery and setup of new patio furniture
- Move-in (Including seasonal cleaning and organizing)
 - Lifeguard equipment,
 - Swim team,
 - HOA items from off-site storage
- Disassembly and relocation of temporary HOA construction shed

Canyon Creek Homeowners' Association Bathhouse / Community Center Renovation

The building is taking shape as planned



- Contact me at JMarkWeaver@gmail.com if you would like a to schedule an on-site walk through.



Canyon Creek Homeowners' Association Planning for the Future



- 5 Year Budget and CapEx Plan
 - Addresses lengthy deferred maintenance items
 - Accounts for annual increases in contracted costs and expected inflation
 - Set aside for capital reserves:
 - Target ~ 20% operating margin
 - Driven by independent 3rd party triennial reserve study

Canyon Creek Homeowners' Association Planned CapEx (with ROI < 2 years)



- Resource efficiency through LED lighting
 - Pool area lighting
 - Tennis court lighting
- Resource management
 - Irrigation flow metering & early leak detection
 - Power metering



Canyon Creek Homeowners' Association Planned CapEx focus on Traffic & Safety

- 2 Additional DDSD (aka “Radar”) speed signs on Chestnut Ridge
 - Work with homeowners on placement recommendations
 - Likely to be deferred to 2020 budget
- Security system (surveillance cameras) higher resolution / night-vision upgrades at Community Center
 - Building already pre-wired
 - Better placement and aim of existing cameras
 - Companion motion lights to discourage nighttime activity and improve video image quality

Canyon Creek Homeowners' Association Planned CapEx (3 to 10 year cycle)



- Pool
 - Coping and tile repair
 - Decking repairs
 - Furnishing
 - Equipment upgrades (Chlorinator, Electrical Service Panel, Pumps)
- Parking lot patch, seal and striping
- Tennis Courts
 - Cleaning, paint and striping
 - Wind screens
 - Drainage



Canyon Creek Homeowners' Association Planned CapEx (3 to 20 year cycle)

- Landscaping (Boulder Ln. & Medians)
 - Erosion control measures
 - Stone, sod & mulch
- Concrete fence (Boulder Ln.)
 - Cleaning, repair, ongoing maintenance
- Sidewalk repairs
 - CoA led (co-funded by CCHOA)
- Requested investment in toddler / child splash-pad area

Canyon Creek Homeowners' Association Expense Model (5yr)



\$	2020	2021	2022	2023	2024
Operating Expense¹	527,627	549,547	603,694	605,602	624,805
Capital Expense²	91,500	111,000	65,000	33,000	47,500
Total Expenditures	619,127	660,547	668,694	638,602	672,305

Notes:

1. Most contracted operating expenses increase ~3% annually; Major contracts are rebid on a rolling 3yr term
2. Timing and scope of planned cap-ex is driven by need and finances
3. Current regular assessments total \$568,480

Canyon Creek Homeowners' Association New Business – Compliance Priorities



- Restore high (but achievable) care and appearance standards;
- Especially focused on high-impact areas (fences, lawns & landscaping);
 - Keep fences in good repair and with an ARC approved stain when applicable;
 - Keep lawns cut and well maintained, free of weeds;
 - Keep beds neat and tidy and free of weeds;
 - Keep sidewalks and driveways attractively edged;
 - Keep shrubs and groundcovers clear of sidewalks;
- Trash Carts
- Reminder: Overnight street parking restriction

Canyon Creek Homeowners' Association New Business – ARC Compliance



- All exterior modifications require ARC pre-approval;
 - “Like for Like” modifications still require an ARC application but should be approved quickly.
 - Satellite dishes, Solar panels, Decks, Gardens / Landscaping,, all require an ARC application.
- If in doubt, submit an application and let the ARC or SpectrumAM provide you with the documentation to proceed.



Canyon Creek Homeowners' Association Police & Fire Station Planned for Canyon Creek Area

- APD has purchased property at 9804 RM 620 across the street from the Griffis Canyon Creek Apt's
- This property will serve a dual purpose police and fire station
- Completion is scheduled for 2023
- Significantly improve response times for fire, police and EMS





Canyon Creek Homeowners' Association Committee & Work Group Sign-up Opportunities

- The Board and fellow Canyon Creek membership welcomes you to volunteer your time
- Sign-up sheets are available tonight or contact the chair listed at <http://canyoncreek.net/volunteer-committees>
- Opportunities Include:
 - ✓ Amenities Advisory Work Group (Basketball, Tennis & Volleyball Courts, Pool)
 - ✓ Architecture Review Committee (ARC aka ACC)
 - ✓ City of Austin Liaison
 - ✓ Community Projects Advisory Work Group
 - ✓ Events Advisory Work Groups
 - ✓ Firewise / Greenbelt Advisory Work Group
 - ✓ Garage Sale Advisory Work Group
 - ✓ Mowing and Landscaping Advisory Work Group
 - ✓ Traffic and Pedestrian Safety Committee

Canyon Creek Homeowners' Association Question & Answer Session



Please respect your fellow community members and their time to speak.





Canyon Creek Homeowners' Association Spectrum Contact Information

Spectrum Association Management:

Denise Johnston
Community Manager
8303 North Mopac Expressway Suite B120
Austin, Texas 78759
512-834-3900



contact@spectrumam.com
update@spectrumam.com

To pay your bill and view important information:
www.spectrumam.com

Canyon Creek Homeowners' Association Annual Meeting Adjournment



On behalf of the
Canyon Creek Board of Directors
&
Spectrum Association Management, LP

Thank you for coming to the meeting.

Have a good evening!



Links:

- Central Texas Council of Governments:

- <https://ctcog.org/wp-content/uploads/2017/10/9-1-1-Address-Request-Fillable-Form-New-10-19-17.pdf>