

**Board of Directors Meeting
Tuesday, January 08, 2019
Minutes**

- 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, Randy Lawson. And Brett Funderburg. The Board Members present constituted a quorum. Thirteen (13) 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 Conduct 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, Randy Lawson, and Brett Funderburg. 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 November 2018 meeting minutes were provided to the Board of Directors. The minutes were reviewed, and no changes were noted. Brett Funderburg made a motion to approve the minutes, 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. **Review** – Community Manager, Denise Johnston, reviewed the financial standing of the Association as of December 31, 2018. All accounts are in good standing.
 - b. **Final Change from Green Bank Money Market to Pacific Premier Money Markets** – Denise Johnston reviewed the move from Green Bank to Pacific Premier due to increased interest. There were questions as to moving money to a CD to increase long-term interest. This will be considered once construction is complete and the need for liquidity has passed.
 - c. **Cash Position Outlook** – Board President, Mark Weaver, reviewed the current cash position. There were no major changes.
- VI. **Committee and Work Group Reports**
 - a. **Architectural Review Committee** – John Connors Reviewed
 - i. There is one (1) pending request. This request is awaiting correct forms and will be reviewed once the submission is complete.
 - ii. There is low activity at this time due to the holidays
 - iii. Current turn-around time for review is approximately 15 days.

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b. Traffic Advisory Work Group – Randy Lawson

- i. Review of Traffic and Pedestrian Safety Survey results
 1. Crosswalk Safety was the most important issue to residents
 2. Results to be posted on Canyon Creek website, Canyon Creek Spectrum AM website, and NextDoor
- ii. Next Steps
 1. Traffic Calming Enforcement – in progress with deputy constable patrols
 2. Canyon Creek Elementary School Zone Review / Expansion – in progress with city personnel (city to review and advise)
 3. Crosswalk safety improvements – pedestrian initiated embedded street lighting at crosswalks was denied by Austin Traffic Division (ATD). PHD (pedestrian hybrid) ruled out as well by ATD.
 4. Sidewalk repairs – request input from residents and record specific locations for submittal to city personnel for corrective action (with addresses)
 5. Two Radar Signs (DSDD's) for Chestnut Ridge in 2019 – this is currently in the budget but reserved for later in the year until construction is complete.
 6. Review of Effectiveness of DSDD's – ATD advised this has been highly effective in promoting traffic calming.
 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. Completed since last update:
 1. Rough-in plumbing
 2. Structural steel submittal
 3. Pour of footers for center columns, and front right wall
 4. Framing lumber and roof truss material delivery
 5. Door framing installation (5 of 8 complete)
- ii. Review of Next Steps
 1. Steel fabricator is installer – the structural steel columns to be set on January 9, 2019
 2. Electrical service entrance
 3. PEC transformer upgrade
 4. Roof truss placement
 5. Roof installation – Metal roof installation to be done after decking, tar paper dry-in, roof insulation, roof venting, and all roof penetrations (such as plumbing vents). The metal decking will be

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done last of these steps to avoid damage to the metal roof and to ensure roof is properly sealed.

6. Bid planning for new access system, furniture for patio and pool, video surveillance system:
 - a. We should have first bid for new access system shortly. Once received we will move forward with additional bids.
 - b. Denise to begin sourcing bids for patio furniture
 - c. Will attempt to use current video surveillance system
 7. Color choices for stone, paint and tile need one final review – ARC to take the lead on this with Jeti Nasrallah.
 8. Homeowner questions:
 - a. A Homeowner requested the Board get statistics on how many people utilize the pool during peak season – Denise to get badge scans from Access Department.
- iii. Pending Change Order Allowance – Mark Weaver Reviewed
1. \$109,792 in contingency and approximately \$40,000 in non-contract (post construction) included in the 2019 budget.
 2. Completed / In Process
 - a. Non-Contract: \$1,782 – Front entrance drainage
 - b. Change Order: \$7,625 – 3 doors/frames
 - c. Non-Contract: \$11,186 – PEC service transformer upgrade
 - d. Committed: \$20,593
 3. Pending
 - a. Non-Contract: \$422.18 – River rock around installed drain
 - b. Non-Contract: Replacement of keycard access system (pending bids)
 - c. Non-Contract: Patio & Pool Furniture and Fixtures (pending bids)
 - d. Non-Contract: Video surveillance system installation (pending bids)
- iv. Construction Spend Rate – Mark Weaver reviewed
- v. High Level Schedule reviewed by Mark Weaver
1. A Homeowner asked when the anticipated pool opening would be – The estimation is April, 2019
- b. Future Bid Planning Update**
- i. Bathhouse Furniture – Denise Johnston to source bids
 - ii. Bathhouse / Community Center Access System Installation & Upgrades – Denise Johnston to source bids
 - iii. Bathhouse / Community Center Video Surveillance System Installation & Upgrades – Will try to use current system

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- iv. Tennis Court Drainage – Discussion of wash-out at tennis courts. Cheng Wooster to follow-up with Tennis Work Group in reference to wall – July 2019
- v. Resource (water & electric) monitoring equipment (strategic cost savings) – Mark Weaver and Denise Johnston to investigate – July 2019
- vi. Common Fence Maintenance – Denise Johnston to source bids for concrete fence maintenance and iron fence at the Enclave – July 2019
- vii. Pool Area Light Fixture Replacement to LED (strategic cost savings) – Brett Funderburg and Denise Johnston – 2020
- viii. Tennis Court Light Fixture Replacement to LED (strategic cost savings) - Brett Funderburg and Denise Johnston – 2020
- ix. Common Median Licensing / Monument – Randy Lawson and Denise Johnston – 2020
- x. Brett Funderburg and Mark Weaver to develop long-term three (3) year plan. Would like to have this by the Annual Meeting in March.

VIII. New Business

- a. **Southwest Entrance Licensing and Maintenance Options (2019 / 2020 project)**
 - i. Randy Lawson to drive this project
 - ii. Deferred to next regular Board Meeting
- b. **Call for Candidates for 2019 Board of Directors** – Denise Johnston discussed process and timeline
- c. **Emergency Repairs Needed at Community Center**
 - i. French Drain – Causing a large amount of water to run across parking lot – Denise to source bids to have drain repaired
 - ii. Pathway Damage – causing gravel and dirt to wash into parking lot - currently being addressed by Perfect Cuts
 - iii. City Water / Pool Skimmer Leak – currently being addressed
 - iv. Installation of River Rock at new Drain – In process with Perfect Cuts

IX. Community Notices and reminders

- a. **BoD Meeting Calendar and Annual Meeting**
- b. **Remember to call SpectrumAM first**

X. Optional Closing Comment Period

- a. **Two (2) Homeowners Addressed the Board** –
 - i. Both thanked the Board for their hard work and praised them for all they are accomplishing. One Homeowner wanted to thank the Traffic and Pedestrian Safety Committee for their work and would like to see more done on Crossland and Chestnut Ridge.

XI. Adjournment

- a. The Regular Session was adjourned at 9:02 p.m.

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

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- XII. Executive Session** – The Board Executive Session consisted of a review of the Association's Aging Report.
 - a. The Board voted to send 7 Homeowners to Legal.
- XIII. Next Board Meeting** – The Annual Meeting is scheduled for March 12, 2019 at the Church at Canyon Creek sanctuary.
- XIV. Adjournment** – Brett Funderburg made a motion to adjourn the meeting, the motion was seconded by Randy Lawson, the vote was unanimous and the motion carried. The meeting was adjourned at 9:36 p.m.

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