

**Canyon Creek Homeowners' Association**  
**Annual Meeting**  
**Zoom**  
**6:30 p.m.**  
**MINUTES**

- I. Roll Call - The meeting was called to order at 6:31 p.m. by Board President, Brett Funderburg. There were 439 Homeowners present in person or by proxy, which constituted a quorum.  
Board Members Present - Brett Funderburg, Russell Jakala, Dave Marshall, Randy Lawson, Mark Weaver, Robert Canik, and Poornima Siddapur  
Present from Spectrum Association Management - Denise Johnston, Community Manager
- II. Proof of Notice - Denise Johnston of Spectrum Association Management provided proof of notice.
- III. Reading of Minutes of Preceding Meeting
  - a. Brett Funderburg stated that the draft 2020 Annual Meeting minutes have been available online for review for a year. Mr. Funderburg asked for a motion to waive the reading of the minutes and approve the minutes by unanimous consent. A motion to waive the reading of the minutes was made Randy Lawson, the motion was seconded by Mark Weaver, the vote was unanimous, and the motion carried.
- IV. Reports of Officers and Board of Directors
  - a. Brett Funderburg provided an update on the cleanup and recovery from the winter storm.
    - i. Common area cleanup is ongoing.
    - ii. Brush pickup - call 311 to schedule (512-974-2000 - direct)
    - iii. Greenbelt - triaging; lots of damage; mostly cleared thanks to volunteers. iv. Report damage to [board@canyoncreek.net](mailto:board@canyoncreek.net)
  - b. Mr. Funderburg reviewed the Financial Management Drivers
    - i. Two key metrics
      1. Operating expense ratio
      2. Target Reserve Balance
    - ii. Independent triennial reserve study drives the CapEx planning and reserve balance targets.
      1. Revision scheduled for 2022.
  - c. Mr. Funderburg reviewed the 2020 Financial Summary, 2021 Projected Financial spend, and long-term projections.
  - d. Brett Funderburg reviewed the current HOA Assessment Collectibles

- i. The collectibles are running high at the moment at approximately 10%.  
This is the trend for the HOA at the beginning of the Assessment year.
  - e. Mr. Funderburg discussed the 2019 Audit.
    - i. The HOA's CPA is Stephen M. Tilson
          - ii. The 2019 Audit was delayed due to COVID, and the CPA's office shut down. It is now complete and there were no adverse findings. The Audit Report is available for Homeowners to review on the website.
          - iii. The 2020 Audit start date is to be determined.
  - f. Brett Funderburg reviewed the 2020 Projects
    - i. Landscaping
            - 1. Phase I of a multi-year landscaping project began
              - 2. Will continue for several years to address shaded and eroded areas throughout the community
              - 3. Storm Uri will impact plans as we reallocate funds to relace items lost in the deep freeze.
          - ii. Boulder Lane Fence
            - 1. This is an ongoing project spread over a multi-year period
              - 2. Numerous posts & panels were replaced
              - 3. Pressure washing for appearance as needed
              - 4. Storm Uri damage assessment is ongoing
                - a. Denise Johnston asked the Membership to please email her directly if they notice any damage.
          - iii. Erosion and drainage remediation around the tennis courts is complete
          - iv. The tennis courts were repaired, resurfaced, and restriped
          - v. The parking lot patched and sealed
          - vi. There were various repairs and upgrades to the lighting around the amenity center. Mr. Funderburg thanks Board Member, Mark Weaver, for his countless hours of volunteer work on the electrical, camera, and lighting improvements.
          - vii. The trash containers were refinished.
          - viii. Rebuilding of the dumpster enclosure was delayed and should be completed in Q2 of 2021.
          - ix. Mr. Funderburg thanked resident, Sohuh Sharma, for the construction of the Gaga Ball pit for the community which was completed as part of his Eagle Scout Rank Project.
          - x. The trail bridge was repaired and brought to code.
  - g. Homeowner questions and comments
    - i. A Homeowner stated that there is a utility box adjacent to the basketball courts that has a cover that is not secure.
  - h. Brett Funderburg reviewed the 2021 Priorities
    - i. Pool Renovation
            - 1. New quartz plaster
              - 2. Replace coping & waterline tile

3. Patches and repairs to concrete deck
4. Repair/replace damaged skimmer
5. Safety improvements to main drain covers per Tx Code
- ii. Playground Repairs/Refurbish
  1. Fresh paint
  2. New mulch and border
- iii. Electrical facilities improvements
  1. Pool pump room electrical improvements
  2. Median power project to run electrical to the entrance sign and allow for additional holiday lighting
- iv. South Median
  1. The Association has entered into a license agreement with the City of Austin to take over the maintenance of the South Boulder Median entrance. The Board will work with the City of Austin to request a permit to improve the entrance with landscaping.
- v. Homeowner Questions/Comments
  1. A Homeowner asked the Board if any new plants installed will be freeze resistant. The Board stated that they work with their landscaper to use mostly native plantings, however, with the length of the freezing temperatures, there was not much that anyone could do to prevent the die off that we are seeing.
  2. A Homeowner asked what they should do about a nuisance dog barking. Denise Johnston stated that they could submit a date and time stamped recording with their complaint to [contact@spectrumam.com](mailto:contact@spectrumam.com).
- i. Dave Marshall and Brett Funderburg reviewed 2020 Compliance Statistics
  - i. SpectrumAM conducts community inspections twice monthly
  - ii. Violations are typically a 3-step process starting with a courtesy notice, followed by a warning, and finally a fine.
  - iii. To better educate new residents, SpectrumAM is now including CCHOA's materials for ARC and compliance into the New Homeowner Welcome Packet.
  - iv. Mr. Marshall stated there were over 900 violations issued in 2020.
  - v. Mr. Marshall reviewed the 2020 violation types.
    1. The largest number of a specific type of violation were trash carts
- j. Dave Marshall and Brett Funderburg reviewed the 2021 Compliance Priorities
  - i. Lawns, Xeriscape & Bed maintenance
    1. Mowed, edged
    2. Weed & debris free
  - ii. Fences
  - iii. Trash carts
  - iv. Overnight street parking
  - v. Greenbelt Care & Keeping

1. Mitigating wildfire risk

V. Reports of Management Agent

- a. Denise Johnston introduced herself and gave the Membership the contact email for SpectrumAM: [contact@spectrumam.com](mailto:contact@spectrumam.com), as well as her direct email: [denisejohnston@spectrumam.com](mailto:denisejohnston@spectrumam.com)
- b. Mrs. Johnston reminded the membership to make sure and complete an ARC request anytime they will be making any exterior modification or improvement to their property. This will eliminate a violation for unapproved improvement.

VI. Committee Reports

a. Amenities

- i. Brett Funderburg reviewed the COVID Operating Plan for the Amenities
  1. Amenities will continue to follow the CoA PARD closures and operating according to health and governmental authority guidelines
    - a. The basketball court requires Stage 3 or below to open
  2. Pool will open with last year's COVID operating plan in place
  3. All of the Amenity openings are subject to change in the coming days in light of the Governor's recent statements.
  4. This is an ongoing and ever changing situation and we will continue to monitor and follow the guidelines given.
- ii. The pool hours and times will be as follows:
  1. Open daily April (hopefully depending on pool remodel) through October 31, 2021
  2. Hours: 5:30 a.m. - 10:00 a.m. - Lap Swim; 10:00 a.m. - 8:00 p.m. Open Swim; 8:00 p.m. - 10:00 p.m. Lap Swim.
- iii. Austin Pool Pros is our lifeguard and maintenance vendor. They are currently hiring lifeguards, if you or someone you know is interested, please reach out to Austin Pool Pros.
- iv. The Swim Team is to be determined.
- v. After Hours Violations of Amenities
  1. Brett Funderburg discussed
  2. Report after-hours or closure violations to 911
  3. Violations by Members are subject to fines, privilege suspension or arrest for trespassing

b. Community Event Schedule

- i. Community Garage Sale
  1. April 24-25, 2021
  2. All other events TBD pending COVID restriction guidelines

c. Architectural Review Committee

- i. Dave Marshall reviewed

1. The mission of the ARC is to enforce the DCCR's, interpret the DCCR's and maintain a positive, consistent look and feel of the neighborhood.
  2. Currently the ARC is operating at a two-day turnaround on applications.
  3. The goal is approval
  4. The ARC committee was introduced - John Connors - Chair, Dave Marshall, Lauri Fischer, and Dave Galyean.
  5. Mr. Marshall discussed the release of the Canyon Creek Design Guidelines. They are located on the website for all Members to review.
    - a. The Design Guidelines Document was published and filed with the County in January 2021.
    - b. It is part of the Canyon Creek Restrictions under 1.7 of the Master Declaration
    - c. This replaces and greatly extends a variety of guidance documents published previously.
    - d. This is the single point of guidance for Homeowners and their contractors with clear standards that ARC will evolve over time.
- ii. Dave Marshall and Brett Funderburg discussed the functions of the ARC Committee.
1. The ARC reviews all change requests. Please remember that all changes to a property's exterior require an ARC Application prior to commencing work.
  2. The Committee talks to the residents and develop workable plans (they try not to say no).
  3. They monitor architectural trends and changes and provide guidance
  4. The Committee watches the violations and other trends to plan areas of compliance focus (satellite dish placement, landscaping trends, fences, etc.)
- d. Traffic and Pedestrian Safety (TAPS)
- i. Randy Lawson reviewed
    1. Formed in 2018 as an advisory committee to the Board
    2. Purpose - Propose and implement Board approved projects to improve traffic and pedestrian safety within Canyon Creek; and to engage with CoA, Travis County and other agencies to further drive traffic and pedestrian related safety improvements in Canyon Creek.
    3. The Members were introduced: Randy Lawson - Chair, Dave Marshall - Co-Chair, Serge Zirojevik, Ryan Sullivan, Mark Grosvenor, and Dean El-Baz.

4. Projects Completed - A new pair of radar speed limit signs (DSDDs) were installed on Chestnut Ridge
5. 2021 Goals and Priorities
  - a. Continuing patrols of off-duty Travis County Deputy Constable weekly to enhance traffic calming. The Deputy monitors speeding, school bus loading/unloading, crosswalks, school zones, etc.
  - b. Public Agency Engagement
    - i. Ongoing engagement with city leaders and other local agencies
      1. Mobility improvements (sidewalks, crosswalks, etc.)
      2. Increased patrols by CoA police and Travis County Sheriff's Department in addition to weekly paid Travis County Deputy Constables
    - c. Ongoing review and implementation of additional safety measures
      - i. The curb extensions in front of the elementary school should be completed around April 2021.
  - e. Public Affairs and Governmental Outreach
    - i. Ongoing engagement with elected officials and local bureaucracy
      1. CAMPO
    - ii. Monitoring surrounding developments for potential impacts to Canyon Creek
      1. Plaza Volente Apartment development
      2. Volvo dealership
      3. Woodland Greens redevelopment project iii.
    - 2222 CONA Membership
    - iv. Homeowner Questions
      1. A Homeowner asked for a list to be published of the neighborhoods that are members of 2222 CONA. Randy stated he would get the list to Dave and Denise to publish to the Community.
      2. A Homeowner asked if there were any improvements that would happen to 620 to alleviate traffic in the near future. Randy Lawson stated that the funds that were allocated to improvements to 620 were diverted to the I-35 project, and that are no immediate improvements slated for the area at this time.
  - f. Brett Funderburg requested that anyone that has an interest in any of the committees, to please volunteer. All of the committees in the HOA are strictly volunteer led, and can always use more help.

VII. Election of Members of the Board of Directors

- a. There were 4 candidates that submitted profiles during the call for candidates. The candidates were Russell Jakala, Randy Lawson, Dave Marshall, and Mark Weaver. All Candidates introduced themselves.
- b. Denise Johnston called for nominations from the floor. There were no nominations from the floor.
- c. Dave Marshall made a motion to close the nominations, the motion was seconded by Russell Jakala, the vote was unanimous, and the motion carried. VIII.

Denise Johnston announced that since there were four open seats and four candidates, that it was a vote by acclamation.

IX. Unfinished Business

- a. The only item that was slated for completion in 2020 that has carried over to 2021 is the construction of the Dumpster Enclosure

X. Homeowner New Business

- a. A Homeowner asked the Board if they would like to have a discussion about trail access from non-residents. The Board asked the Homeowner if they could have a more detailed discussion prior to the next Board Meeting and address it at that time. The Homeowner agreed, and the Board stated they would involve them in the discussion.
- b. A Homeowner asked if the Board had considered installing a Community Garden. The Board stated they had not as the HOA does not own enough property to install one correctly, nor is there irrigation in the few areas they do own. A garden cannot be installed in the designated greenbelt.
- c. A Homeowner asked the Board to consider the installation of a dog park. The Homeowner has noticed several dog owners taking their dogs to the field across from Trail Head Park for a dog meet and greet. The Board stated they would consider and poll the community for interest.

XI. Consideration of Adequacy of Reserves

- a. Brett Funderburg Reviewed.
  - i. The Actual balances and contributions to reserves in 2021 are significantly above amounts recommended by the independent reserve study.
  - ii. Mr. Funderburg reviewed the Reserve Operating plan - there is a projected expenditure in 2023 of \$205,000 in concrete fence maintenance. The fence is maintained annually as part of the operating plan which helps protect the reserve budget.

XII. Adjournment

- a. The Meeting was adjourned by Brett Funderburg at 7:47 p.m.