

**ANNUAL MINUTES OF A MEETING FOR
Canyon Creek Homeowners' Association
Monday, May 14, 2018**

The Board of Directors of Canyon Creek Homeowners' Association met in a regular meeting, open to the public, on May 14, 2018, at The Church at Canyon Creek, 9001 N. FM 620, Austin, TX 78726, pursuant to notice duly given in accordance with law.

Agenda Item A. – Call to Order at 7:02 p.m.

1. Determination of Quorum.

The following were present:

Vice President (Acting President) – Russell Jakala

Secretary – Cheng Wooster

Treasurer – Brett Funderburg

Director – Mark Weaver

Director – Jetti Nasrallah

Director – Randy Lawson

Lydia Gueli – Spectrum Association Management

Lydia Gueli announced that quorum has been met.

Agenda Item B. – Reading of Minutes – The January 24, 2018 meeting minutes were provided to Board of Directors. Secretary Wooster motioned and was seconded Director Weaver to approve the January 24, 2018 meeting minutes. The motion carried unanimously making the January 24, 2018 meeting minutes an official record of the Association.

Agenda Item C. – Report of Management Agent – Community Manager Gueli introduced herself as the main point of contact with Spectrum Association Management. She went over the current financial standing of the Association and explained that all financial information can be found on the SpectrumAM.com website for homeowners to view each month on the 15th. There was a brief overview of violations in the community, less than 10% of homes are in violation. Community Manager Gueli also gave an update on the number of registered members of the SpectrumAM.com website.

Agenda Item D. – Compliance Discussion – Director Weaver explained the Board has reviewed the current fining policy and they are working to change the policy to a 3-notice cycle, with the first notice being sent out regular mail as a courtesy, followed by a warning notice sent certified mail, and lastly a fine. It was communicated that yard trimmings will not be cited from Saturday through pick up day on Wednesday.

Agenda Item E. – Report of Committees

1. Architecture Review Committee:

- a. Committee member Dave Marshall discussed the ARC process and provided a YTD summary, totaling 24 submissions.
- b. For Metal Roofing, members must submit application to ARC.

2. Community Center Remodeling Project Committee: To be discussed under Agenda Item G, 'Unfinished Business'.

3. Community Projects Committee:

- a. Spread mulch from Canyon Vista Way cul de sac Greenbelt/Firewise project to be done on May 19th from 8 a.m. to 11 a.m.
- b. Mowing of Zone 2 area between Appletree and Canyon Creek Elementary (The board is waiting for a quote from Perfect Cuts and/or will call for volunteers.)
- c. The back entrance at RM 620 was mowed by the City of Austin on May 7th, however, it still needs edging, blowing, and trash pick-up. (The board is waiting for a quote from Perfect Cuts and/or will call for volunteers.)

4. Crime & Safety Committee:

- a. Thefts/Robberies: It is recommended to hide your belongings, lock your car, and park your car in your garage.

- b. Maintenance on Cameras at Community Center: All cameras were cleaned and adjusted, as well as a replacement of one camera.
 - c. Vandalism: Graffiti on AT&T Network box has been resolved.
 - d. Traffic Calming on Boulder Lane: Speed humps/speed cushions will not be allowed by the City of Austin, nor will they change the speed limit back to 30 mph. A motion was made by Director Weaver and seconded by Director Lawson to approve purchasing the 2 radar speed signs at an estimated cost of \$4,000 each. The motioned carried unanimously.
5. Internet Communication Committee
- a. Internet communication trends: An overview of the different platforms for homeowners to access Association information at was discussed.
 - i. CanyonCreek.net (currently prototyping FAQ section)
 - ii. Facebook.com
 - iii. Nextdoor.com
 - iv. SpectrumAM.com
6. Greenbelt/Firewise Committee:
- a. Successful April Greenbelt/Firewise cleanup project
 - b. ARC Form Update: Secretary Wooster motioned to add a Greenbelt/Firewise section to the ARC form and was seconded by Director Nasrallah. All were in favor, formally updating the ARC form to allow “Member Led Greenblet/Firewise Cleanup” projects.
 - c. This ARC form clarifies that Members are ultimately responsible for liability. May hire a contractor/ arborist to assist. Requires members to get ARC approval before any action taken by homeowner.
7. Traffic Committee: Director Lawson briefly explained his work with the City/CAMPO and the necessity for them to address the RM 620 Improvements. Unfortunately, it has been explained that CAMPO does not feel it is a necessary project for the next 2 years. Director Lawson also communicated the status of Parke 27. The project involves a large number of retail stores being added to the area. More information will be added to the Canyon Creek website and NextDoor. Information will be added to the website to direct concerned homeowners on where they can voice their concerns.

Agenda Item F. – Appointment of Officers

- 1. Appointment of Vacant Board Position: A motion was made by Secretary Wooster and seconded by Director Nasrallah to appoint Mark Weaver as President. The motion carried unanimously making Mark Weaver the official President of the Association.

Agenda Item G. – Unfinished Business

- 1. Bathhouse/Community Center renovation project status:
 - a. President Weaver motioned to complete architectural work for option 2.5 and was seconded by Director Jakala. The motion carried unanimously.
 - b. President Weaver motioned and was seconded by director Jakala to postpone the signing of the General Contractor contract until the next board meeting on July 16th.
 - c. Additional information can be found in the 5.14.18 Meeting Presentation document found on CanyonCreek.net and SpectrumAM.com.

Agenda Item H. – New Business

- 1. No new business to discuss at this time.

Agenda Item I. – Member Comment Period

- 1. Safety & Road Concerns:
 - a. 3-way stop sign at Ember Glen and Boulder is not sufficient. Suggested radar sign or flashing light to be added.
 - b. Not enough lights along the streets. Is there something the HOA can do? Director Lawson explained the City will likely say they are unable to help, but he will reach out.
 - c. “No solicitation” signs being added. It was communicated that signs can be added that will allow homeowners to call the authorities.
 - d. Pedestrian Safety and adding flashing lights to crosswalks (especially near the school).
- 2. Bathhouse Concerns:
 - a. The unknowns of running permits and construction at the same time. If the final number changes dramatically what are the plans?

- b. Concern that the original option was dropped. The board communicated that the majority of the community voiced wanting a lower cost.
- 3. Violations Concerns:
 - a. Concerned about placing yard trimming bags along home rather than street.
 - b. Concerns about the overzealous citing. It was communicated that the goal of citing violations is for compliance and not for financial gains. The Board and ARC will schedule a time to meet with the Site Manager to go over more specifics on violations. Additionally, it was communicated that the violation policy will likely go back to having a courtesy notice first that is sent via regular mail.
 - c. Street parking: What is allowed and what is not? The Board explained that homeowners should reach out to Spectrum with questions or concerns.
- 4. Fire station near the community: A homeowner explained that the Fire Station has been approved to be built near the community.

Agenda Item J. – Adjournment – Director Funderburg motioned and Vice President Jakala seconded to adjourn the meeting at 9:26 p.m. The motion carried unanimously.

Board of Directors

Date