

**Canyon Creek Homeowners' Association**  
Regular Meeting of the Board of Directors  
Monday, July 18, 2022, at 6:30 p.m.  
Via Zoom

**MINUTES**

**1. Call to Order**

The meeting was called to order at 6:33 p.m.

**2. Roll Call**

Board Members Present: Russ Jakala, Dave Marshall, Mark Weaver, Randy Lawson, Robert Canik, and Dean El-Baz.

Elizabeth Schoen with Spectrum Association Management was also present.

**3. Establishment of Quorum**

The board members present constituted quorum.

Elizabeth Schoen with Spectrum Association Management was also present.

**4. Homeowner Open Forum** (Homeowners may address the board on any topic for up to 3 minutes)

There was no discussion during homeowner open forum.

**5. Approval of Meeting Minutes- May 16, 2022**

Mark Weaver made a motion to approve the meeting minutes from the meeting held on May 16, 2022. Randy Lawson seconded. The motion carried unanimously, and the minutes were approved.

**6. Manager Report**

**A. Operating Financial Review**

Elizabeth provided an overview of the financials through May of 2022. The June financial packet is still under review and receiving edits to ensure all invoices paid in June are coded appropriately.

YTD the association is under budget by \$73,468.99.

**7. Committee Reports**

**A. ARC Summary**

No update.

**B. Traffic & Pedestrian Safety**

There was a fourth of July bike parade. Travis County Deputies attended with that. Julie expressed they were very sweet and very helpful. The feedback from the community was that they were all excited to be there.

30 of the cul-de-sacs were resurfaced back in June. That work is complete for this year.

**C. Government Outreach**

Randy would like to request to send out a protest letter for a re-zoning project. It's called Zimmerman Lane. The developer is going to re-zone that property from DR to MF3 zoning which is a moderate density multifamily zoning. Randy is not in favor of this. He wants to let them know they should be a FS6 zoning, and the Canyon Creek Board is against the original proposed zoning for MF3.

Randy made a motion to draft a letter, after edited/approved by the board, this letter be sent to the County requesting this area be re-zoned as MF3 as opposed to the proposed MF3. Dave Marshall seconded. The motion carried unanimously, and the motion was approved.

**D. Violation Summary**

Dave Marshall provided an update on the violations summary YTD. There are many property maintenance, weed, and grass violations. The board is also working to ensure overnight parking is being addressed.

There are many trash can violations. This is an ongoing battle, and the goal is to have homeowners comply.

**E. Pool Update**

Dave provided an update on the change to lap swimming hours. Morning lap swim will not be from 5AM-10PM. General swim is now from 10AM-11PM. There is a lap lane put in at 8:00 p.m. This schedule seems to be working well.

**F. Community Events**

a. Back To School Party

Russ expressed that Julie and Leslie have offered to take on social events. Julie also stated she would really like to take this on and she loves bringing fun ideas forward. Julie proposed doing a Back the School Event the weekend of August 13<sup>th</sup>. The board felt this was a great idea. Russ will be the liaison between Julie and the board regarding social events.

Julie also suggested potentially sending out a little flier early next year that includes all social events so the familiar can plan accordingly and plan to be there.

**8. Old Business**

**A. Neighborhood Median Improvements- Russ**

Russ provided an update on landscape. The latest project was the Amberglen Crosswalk. Trailhead monument has had some work. The goal is to address areas that are withered. These areas are being addressed a section at a time. Next year, all islands will be revamped and refreshed. This is all an ongoing project.

**B. South Median Project- Randy**

Randy provided an update on the South Median Project. A revised quote was provided from Urban Dirt as the original was outdated. A formal site plan must be provided to the city. \$40,046 will be the total for this project. This quote does not include solar lighting install. This budgeted item was bumped up another \$4K to allow for any other items that may surface in the process. If the board is in favor, Randy would like Elizabeth to cut a check to Coleman so they can begin the site plan immediately. Once this is completed this along with other documents will be submitted to the city. Randy anticipates if all is approved this project would be completed by October/November. Randy is hoping to be able to budget the solar lighting in early 2023.

Randy Lawson made a motion to authorize another \$4,000 in addition to the budgeted \$40,046 to be allocated to the South Median project. Mark Weaver seconded. The motion carried unanimously.

**C. Winter Storm Cleanup**

a. Insurance Claim Status

All claims have been paid out. There are currently no outstanding claims.

**9. New Business**

**A. Swim Team**

a. **Replace Lane Line Cover**

Dave Marshall is meeting with swim team this coming week (Wednesday) to determine if there are any requests for the board. They have asked to have the lane line cover replaced. It is about \$500.00 to replace this. This item is being tabled until after the meeting his has with swim team to determine if their budget will allow for them to pay for replacement.

**B. Mowing Proposal for COA Retention Ponds**

There are two ponds that are overgrown, and many owners have complained about this. One is on Appletree Lane, and the other is on Crossland Drive. The City of Austin has fall behind with mowing schedules for areas they are responsible for maintaining. Sometime by early August, they hope to have someone out to mow those areas but could not provide a date. Randy does not recommend mowing the Crossland Pond as this is not HOA property. The area in question is Appletree lane and if the board would like to have this area addressed at the HOA's expense.

Randy is going to ask the city if they are willing to cover the cost or at least half of the cost for maintaining Crossland.

**C. Project/Task Tracking Update- Mark & Elizabeth**

Mark explained the board has been attempting to use Spectrum's tracking tool for projects. The board feels this is not working for them and is not an effective way to track/manage tasks and projects.

Feedback was provided to the Division President, Dave Boggess directly by the board.

Right now, the board has decided to create a simple google sheet to track projects and will eventually harmonize this with the Trello.

There are concerns with Spectrum's concept because board members cannot make edits, cannot see when the task was opened, it is not user friendly and it not easy to track progress etc. The database Spectrum uses is deficient in many of these categories. The board has decided they will not be using this platform anymore.

There is shared access to the google sheet. Anyone can edit this and make adjustments, etc.

**D. Review of Top Action Items**

A thorough overview of ongoing projects was presented along with the statuses for each project.

This will continue to be monitored/updated through the google sheets documents Mark created.

**E. 2022 Budget**

**a. Prep Starts Now- Call for Capex Projects**

**b. Proposed Budget to be Presented for ratification at September Meeting.**

The board will begin working on the budget for 2023. Additionally, the board will discuss/review cap expenses for 2023.

**10. Executive Session: called to order at 7:56 p.m.**

**A. Budget Discussion (2023 Assessment Review)**

More than likely, there will be an increase of assessments for 2023. This will all depend on cap expenses. This decision is also in line with the recent reserve study.

**B. Pool Incident (Review/Discussion)**

There was a pool incident with a homeowner and a lifeguard. The owner's access was restricted and after the owner received a certified letter expressing their pool privileges would be revoked for 30 days.

Elizabeth is working with the homeowner to set up a time to have a hearing with the board about this incident.

The board will hear what the homeowner has to say about the incident, the homeowner will be dismissed, and the board will determine next steps at that time.

**11. Adjournment**

With no further business to conduct, the meeting was adjourned at 8:09 p.m.