

**Canyon Creek Homeowners' Association**  
2023 Annual Meeting  
Peace Lutheran Church  
10625 N FM 620, Austin, Texas 78726.  
Monday, March 6, 2023  
6:30 p.m.

**MINUTES**

**1. Call to Order - 6:30 p.m.**

The meeting was called to order at 6:32 p.m.

**2. Role Call**

There were 259 homeowners present in person or by proxy which constituted a quorum.

**3. Proof of Notice**

Elizabeth Schoen of Spectrum Association Management provided proof of notice.

**4. Approval of Minutes:**

The minutes were presented to the membership during the annual meeting. The minutes are also available online for homeowner review. A motion was made by Robert Frazier to approve the minutes from the 2022 annual meeting. The motion was seconded by Dave Marshall. The motion carried unanimously, and the minutes were approved.

**5. Reports of Officers**

**A. Ice Storm Clean Up & Recovery**

Cleanup is progressing along Boulder Lane common areas. The HOA is working with arborists to assess trees and deal with broken limbs. The board encouraged homeowners to report hanging branches posing a risk to people or property. The board anticipates storm insurance coverage will cover most of the cleanup costs, however expenses related to first aid and aftercare for the trees may require a special assessment.

**Recovery for Members:**

- Austin Resource Recovery expecting up to 3 citywide passes may be necessary.
- Use 3-1-1 to schedule pickups.
- Don't block sidewalks when stacking debris; be mindful of low branches that will obstruct collection.
- Corner lots generally own both frontages; You are responsible for cleanup even though debris is outside a side street fence.
- Check your plat maps / survey info to be sure.
- Expectations for yard cleanup and condition will be communicated and then enforced.

**B. Trails and Greenbelt**

Volunteers are working diligently to fully clear canyonland trails. The HOA cannot feasibly address tree cleanup behind homes on the greenbelts. Unless a tree or broken branches pose a risk to your property, you do not need to report it. Greenbelt tree care is on a voluntary / volunteer basis pursuant to the HOA's FireWise program.

**Wildfire Risk Warnings:**

- Significant increase in potential wildfire fuel load within all areas of the greenbelts.
- See ARCs Design Guidelines (Wildland Urban Interface section) for allowed activity.
- Reduce risks around your home.
- Keep roof and gutters clear of leaves and debris that could ignite from falling embers.

- Maintain a low ignition perimeter at least 50feet from your home.

#### **Oak Wilt Warnings:**

- High risk of a widespread infection
- Remove hanging limbs NOW!
- Fresh peeled bark from falling limbs is a vector for oak wilt infection.
- Falling limbs are a risk to people and property.
- Use proper pruning techniques for cutting and wound treatment.
- Seek advice from a qualified arborist if in doubt.
- Trees stressed or dead from oak wilt will add to neighborhood wildfire risk.

#### **C. Management Drivers**

Brett provided an update on the management drivers. There are two key metrics, Operating expense ration (target <80%) and target reserve balance (Reserve study). Independent triennial reserve study drives CapEx planning and reserve balance targets. The reserve study was last updated in 2022. Brett also provided a financial summary updated for expenses in 2022, expenses by category, 2023 projected expenses, Operating expense ratio, and Collectibles.

#### **D. Annual Audit**

Brett provided an update on the annual audit for 2021/2022. Done - "Qualified Opinion" related to key card deposits. Audit is available in the Homeowner ->Financials section of the Spectrum website. The 2022 audit will start sometime this summer.

#### **E. Projects/Priorities**

a. Pool: Addition of automated chemical monitoring and supply system in 2022. Currently new shade canopies are being installed for 2023 (in progress).

b. Courts- Lower tennis court converted entirely to LED lighting, upper court will be done opportunistically, and the board is scoping new access control / entry gates for tennis and basketball courts to improve security and reliability (in progress).

c. Fence- Maintenance is an ongoing project with numerous posts and panels replaced annually, \$30K was allocated last year for maintenance and repair but it's not enough to keep up so the board increase the budget to \$70K annually in 2023 and beyond based on reserve study analysis. Pressure washing for appearance as needed.

d. Landscaping- Multi-year landscape refresh continues, updates to existing beds, islands and medians moving south along Boulder is ongoing, Ember Glen area across from the school received a new seasonal color bed in 2022, and the HOA is looking to refresh many side-street islands in 2023.

e. South Median- Randy provided an update on the South Median project. This is still in progress.

f. Irrigation Repairs/Smart Water Meters: Irrigation repairs are made as needed. Water meters have been converted to Smart Meters making it more efficient when detecting water leaks, etc.

#### **F. Governance**

The board has worked on maturing the institution. Google Workspace migration: Centralization of e-mail, documents and other Association artifacts, new policies for Association internals e.g., Code of Conduct for Board Members, Documentation of existing procedures e.g., Pool startup / shutdown / winterization procedures, and possible Governing Document Updates / Amendments Master Declaration was last updated in 2000. This is being updated as Governing documents should reflect the current state of the "world", new State and Federal laws override some restrictions, and some issues important today were not contemplated 20+ years ago.

The board is considering possible amendments. These amendments include:

- Clarify some definitions (e.g., single-family residential use) due to recent court rulings.
- Possible consolidation of numerous appendices
- Reflect changes prescribed under state/federal law
- Short-term rentals / party-houses / other occupancy issues
- Limits on corporate / private equity ownership
- Visible commercial vehicle parking overnight
- Allow board discretion to designate off-leash areas; designated dog park

### **G. Compliance**

The board reviewed a few friendly reminders regarding the violations process, community inspections which are performed twice per month, repairs/maintenance must conform with the CURRENT design guidelines document, and homeowners must submit project requests to the ARC prior to any outside improvements to your home/property.

### **H. Manager's Report**

Elizabeth Schoen with Spectrum Association provided her contact information and thanked the HOA for their partnership with SpectrumAM.

### **J. Amenities**

a. Pool- The board reminded homeowners of the pool hours for both lap swim and regular swim. Additionally, the pool company is hiring for lifeguards for the community. If anyone is interested, they should contact Austin Pool Pros directly. Swim team resumes in May for the Canyon Creek Cyclones.

b. Tennis Court Reservation System- The old system has been decommissioned, homeowners must create a new account in the new reservation system, and the details are on [www.canyoncreek.net](http://www.canyoncreek.net) -> Amenities -> Tennis Courts.

c. Community Events-

- Community Garage Sale - April 29<sup>th</sup>/April 30<sup>th</sup>
- End of School DJ Pool Party - May 27
- Bike Parade - July 4
- Dive-in Movie at Pool - July 7
- End of Summer Pool Party - August 12
- Halloween / Fall Festival – TBD
- Winter Festival - TBD

### **K. Architectural Review**

The ARC's mission is to maintain positive, consistent look and feel of the neighborhood and own and maintain the Design Guidelines. ALL changes to a property's exterior need a change request.

## **6. Election**

A. Nominations from the Floor

Nominations were opened to allow for owners present to be nominated for the vacancies on the board. With no candidates nominated from the floor, a motion was made by Brett Funderberg to close nominations. The motion was seconded by Dave Marshall, and nominations were closed.

B. Introduction of Candidates

The candidates present and listed on the ballot provided introductions.

C. Voting

The homeowners present were allowed time to cast their votes and ballots submitted were tallied.

D. Announcement of Election Results

The following candidates received the most votes for the four vacant board positions:

- Randy Lawson
- Dave Marshall
- Russ Jakala
- Matthew Romansky

**8. Unfinished Business**

There was no new business to discuss.

**9. New Business**

There was no new business to discuss.

**10. Consideration of Adequacy of Reserves**

Brett present information on the reserve operating plan, actual versus budgeted reserve balances.

**11. Adjournment**

With no further business to conduct, motion Dave Marshall to adjourn. The motion was seconded by Mark Weaver and the meeting was adjourned at 7:39 p.m.