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## 2022 ANNUAL MEETING OF MEMBERS

Thank you to Peace Lutheran Church for the use of the venue!

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**Peace Lutheran Church requires  
proper mask use while in this  
building.**

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## ORDER OF BUSINESS

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- Roll Call
  - Proof of Notice
  - Reading of Minutes
  - Reports of Officers and Board of Directors
  - Report of Manager
  - Report of Committees
  - Election of Board Members
  - Unfinished Business
  - New Business
  - Consideration of Adequacy of Reserves
  - Adjournment
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The order of business for the annual meeting is defined in the Association's Bylaws.

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## ROLL CALL

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Members sign in in lieu of verbal roll call.  
Verification of quorum.

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# PROOF OF NOTICE

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Elizabeth Schoen, Canyon Creek Community Manager  
Spectrum Association Management



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## READING OF MINUTES

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In the interest of time, request motion to waive reading of the minutes.



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# REPORTS OF OFFICERS AND DIRECTORS

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Brett Funderburg, Association President





## MANAGEMENT DRIVERS

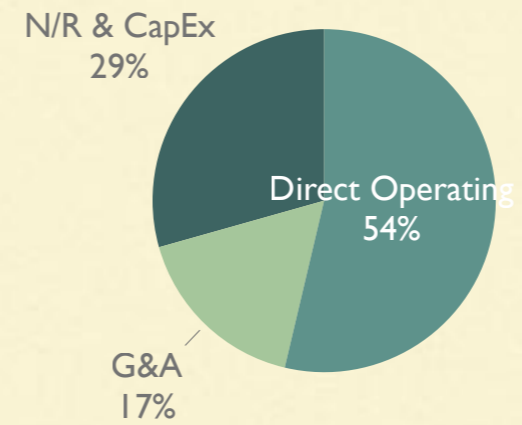
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- Two Key Metrics
    - Operating Expense Ratio (Target < 80%)
    - Target Reserve Balance (Reserve Study)
  - Independent triennial reserve study drives CapEx planning and reserve balance targets
    - Study being updated this spring
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The board attempts to manage the operations of the association around two key metrics: Operating Expense Ratio and Target Reserve Balance. The target OER is 80% or less, meaning that regular, recurring expenses covering the regular annual operations of the Association are at or less than 80% of our top line assessment collections. The remaining 20% is allocated to the capital account for the repair and upkeep of our common elements and to cover unplanned and non-recurring expenses. The Association's triennial independent reserve study conducted by Reserve Advisors recommends a maintenance schedule for major common elements along with projected expenses and target reserve contributions and balances on a 30 year timeframe. The next update to our reserve study is this spring at which point we'll update our financial assumptions and 5-year outlook to take into account any changes.

## 2021 FINANCIAL SUMMARY

*Beginning Cash	\$268,437
**Regular Assessment	\$679,389
Direct Operating Expense	(\$318,619)
G&A Expense	(\$100,506)
N/R & Capital Expense	(\$174,338)
*Ending Cash	\$369,137



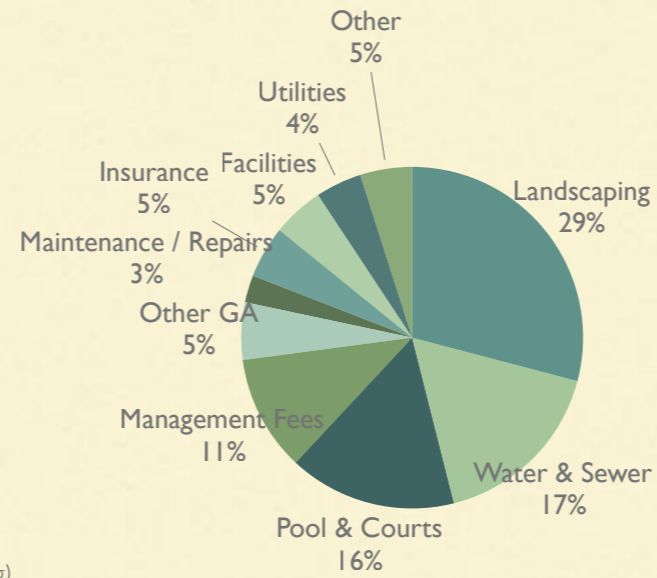
\*Excludes pre-paid assessments, deposits

\*\*Excludes collectibles

### 2021 non-recurring and capital expenditures:

- \* Pool renovation (~100K)
- \* Landscaping improvements (~60K)

Landscaping	119,241
Water & Sewer	69,555
Pool & Courts	65,085
Management Fee	44,961
Other G&A	22,242
Maint. & Repairs	10,533
Insurance	20,253
Facilities	19,937
Utilities	17,934
*All Other	17,573



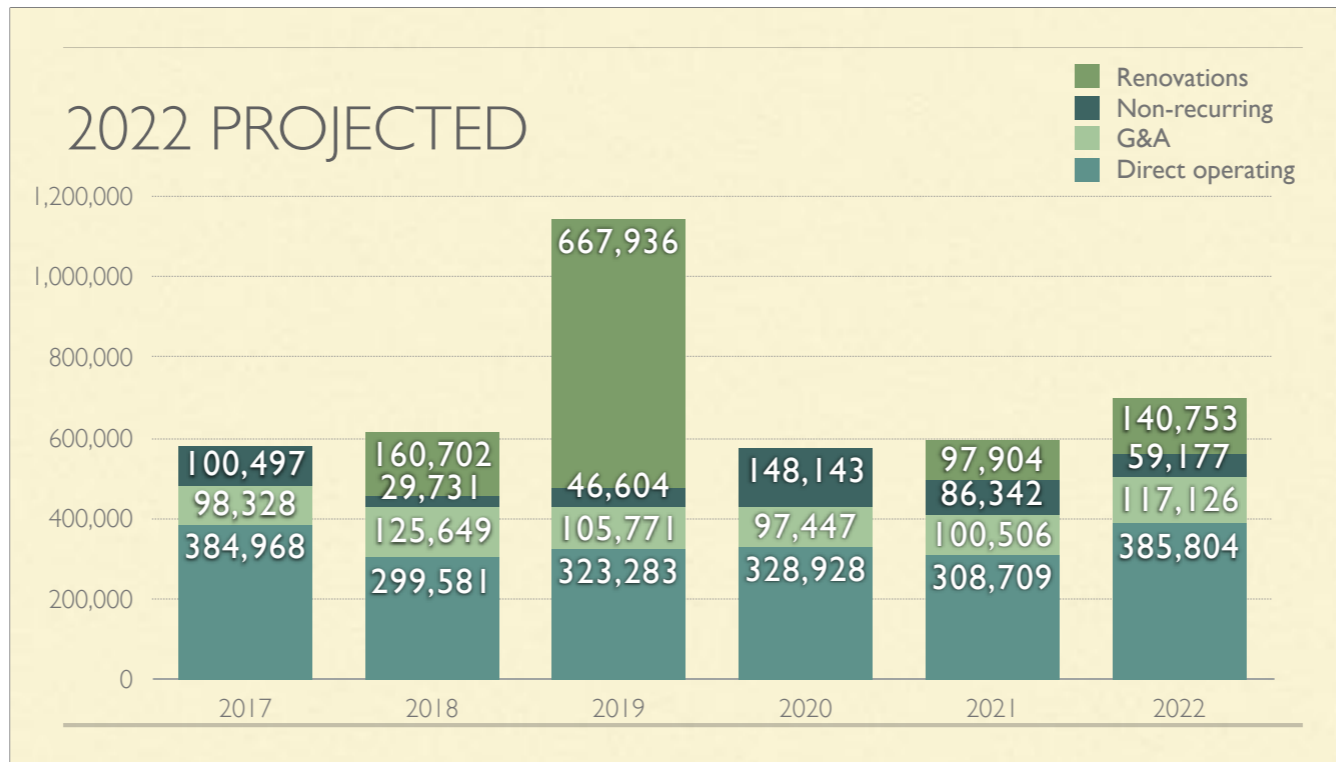
\*Legal, accounting, taxes, misc. (ex. Non-Recurring)

Landscaping - annual maintenance + irrigation maintenance & repairs

Facilities - custodial & pest control, dog poop stations, etc.

Utilities - electric, trash

Other GA - postage, printing, mailing, accounting



### 2022 Direct Operating Highlights

- 15K increase for tree trimming
- 30K increase for concrete fence maintenance and repair
- Resumption of community event expenses

### 2022 GA Highlights

- Planned increases in management base fee, copies & postage expenses
- Reserve study

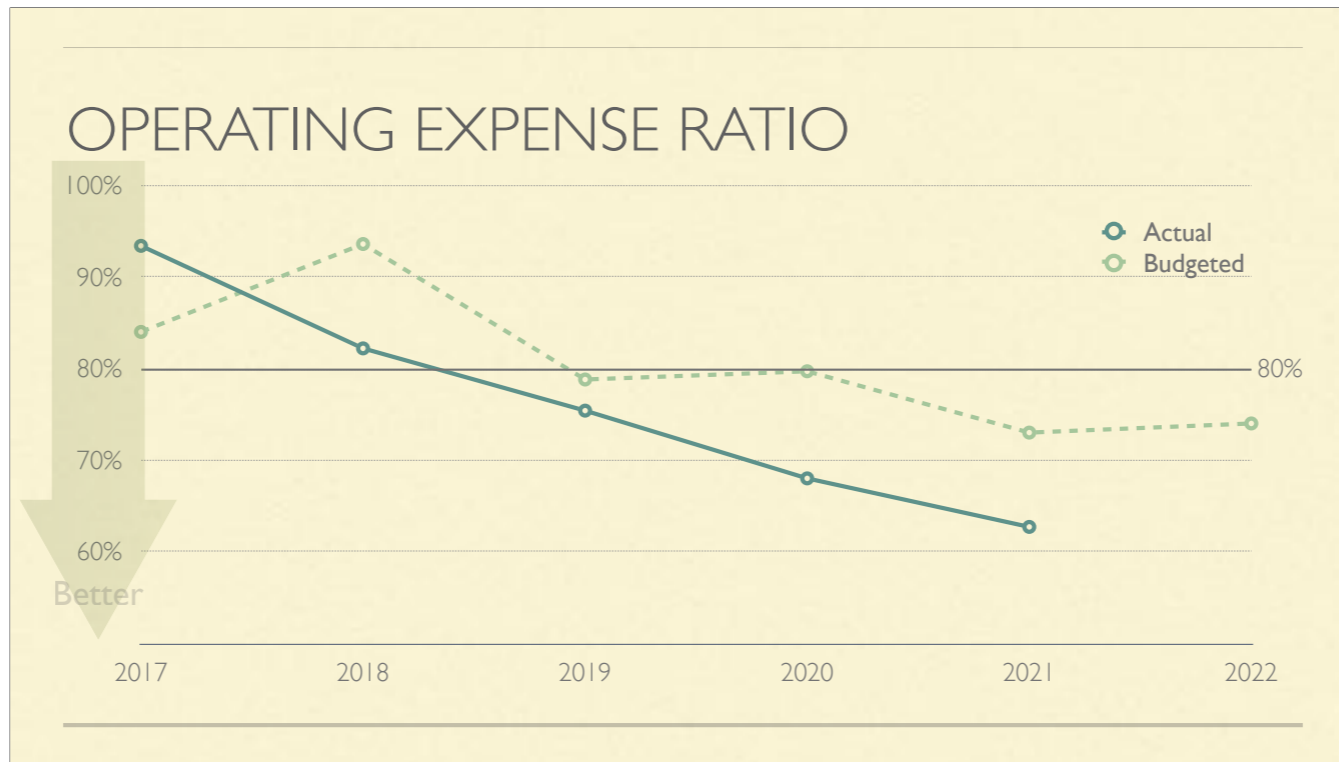
### 2021 Direct Operating Highlights

- 15K increase in mowing due to South Median license

G&A assumes community events resume / non-COVID

2021 Renovation expenses for pool plaster, tile, coping

2021 Direct operating reduction primarily due to lower than typical water usage



We are comfortably below our 80% OER target. This is contingent on many factors outside our control such as CoA water rate increases, statewide property and casualty insurance increases, or other unforeseen circumstances such as unplanned / unbudgeted maintenance and repair expenses.

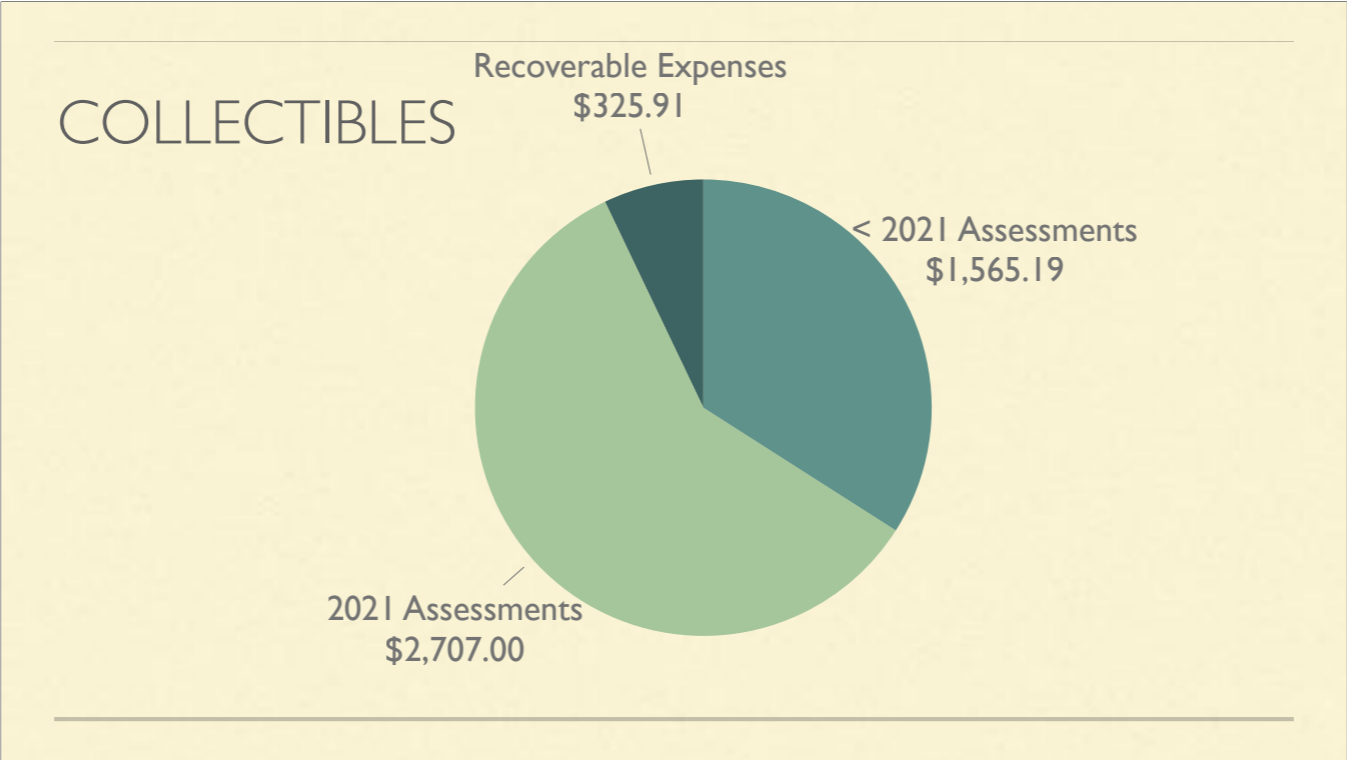
Deltas between budgeted and actual in a given year are largely water and maintenance expense variances with some variances due to classification errors.

2017 Pro-forma - 82% (River stone, etc.)

2018 - Water and maintenance had favorable variances

2020 - Actual reflects aggressive cash conservation due to potential impact of COVID on household finances and an expectation that delinquencies would rise; and favorable variances in some maintenance, insurance and water expenses.

80% OER target is a sustainable financial management plan that lets us make steady progress on maintenance and upkeep backlog while fully funding capital expenses planned under the reserve study.



Collectible are low and not a material impact to our ability to fund operations.  
Remind Members of payment plan availability to freeze late fees and halt collections. Receivables will continue to drop as collection notices go out.

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## ANNUAL AUDIT

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- Armstrong Vaughan & Associates
  - 2020
    - Done - “Qualified Opinion” related to key card deposits. Audit will be available in the Homeowner -> Financials section of the Spectrum website.
    - See Q4 2021 Update on [canyoncreek.net](http://canyoncreek.net) for details related to keycard deposit opinion.
  - 2021
    - Start date TBD.
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QUESTIONS?

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2021 PROJECTS



# POOL RENOVATION

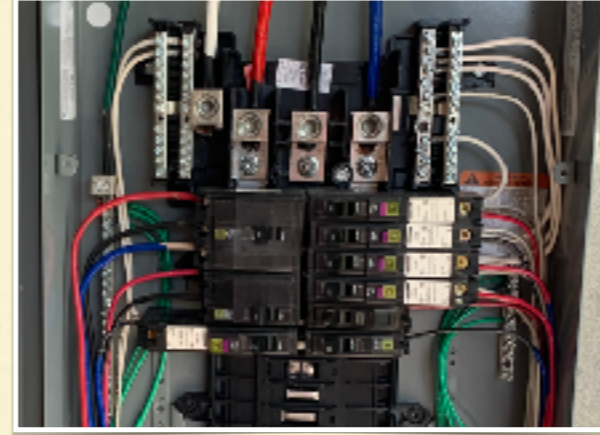


- New quartz plaster
- New coping & waterline tile
- Patches and repairs to concrete deck
- Repaired damaged skimmer
- Safety improvements to main drain covers per TX Code





## POOL PUMP ROOM ELECTRICAL





Dumpster enclosure reconstruction



## FENCE



- Ongoing project spread over a multi-year period
- Numerous posts & panels replaced
- Allocating \$30K this year for upkeep
  - Pressure washing for appearance as needed

Numerous panels and posts replaced. More to come.



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## LANDSCAPING

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- Contractor changed (with minor cost reduction) in December due to performance issues
    - Urban Dirt, LLC
  - Multi-year landscape refresh continues
    - Updates to existing beds, islands and medians moving south along Boulder
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## TRAIL MARKERS

Scout Troop 201 Service Project

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2022 PRIORITIES

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## HOW DO WE SET PRIORITIES?

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1. Ensure safety and preserve common elements;
  2. If it's broke, fix it.
  3. If it's rundown, restore it.
  4. Maybe do something new.
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## REPAIRS, UPGRADES & ROI PROJECTS

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- Upgrading electrical / code compliance
  - Lighting repairs
    - Pool & Courts w/ some LED conversions
  - Automated pool chemical monitoring and maintenance
  - Exploring Austin Water “smart meters” for monitoring resource usage
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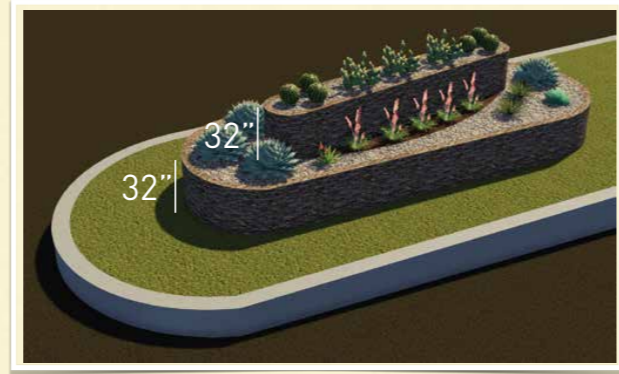
## LANDSCAPING AND BEDS

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- Many areas along Boulder to see new or refreshed beds with more color and native plantings
  - Targeted areas around the pool house
  - Increasing budget for regular tree trimming and maintenance
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## SOUTH MEDIAN



After years of city neglect and ad-hoc maintenance, CCHOA has taken the south entrance median under license and will maintain it going forward. This is a proposed design for the area.



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QUESTIONS?

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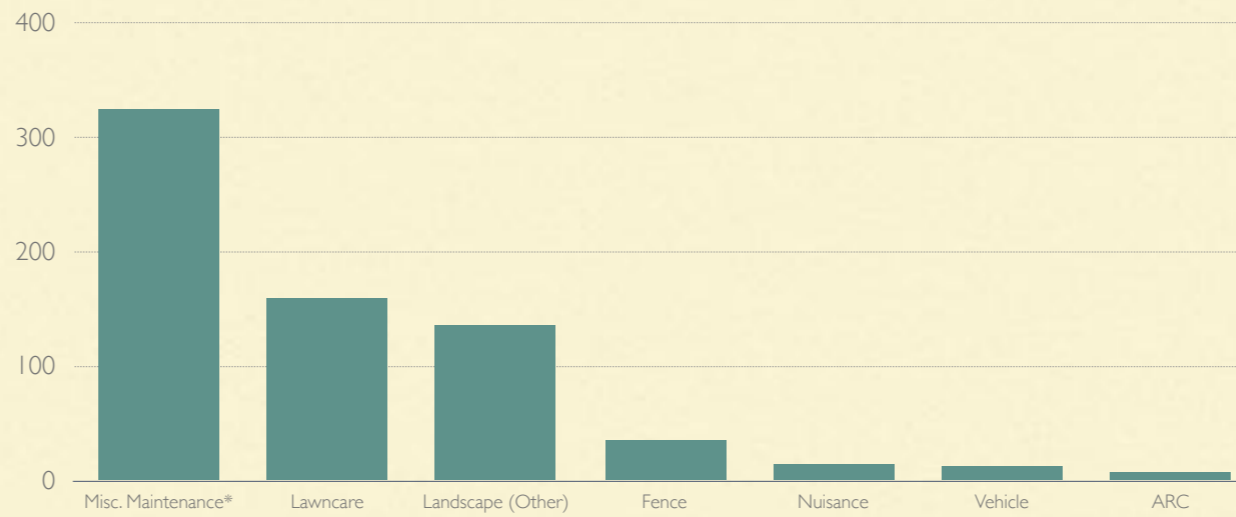
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# COMPLIANCE

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## 2021 VIOLATION TYPES



\*includes trash carts

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## REMINDERS

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- Violations are typically a 3 step process: 1) courtesy notice, 2) warning, 3) fine.
  - Community inspections twice monthly;
  - Keep lawns trimmed, walks and drives edged, and lawns & beds free of weeds.
  - Put trash and recycling carts away on time.
  - Repairs and maintenance must conform with CURRENT Design Guidelines document.
  - Submit project requests to ARC prior to any outside improvements to your home / yard.
- 

With the HOA spending more resources to improve our common areas, we are going to be raising the bar on Members as well. In general, the more recent improvements to the HOA common areas are good guides for how we expect things to be cared for on Member properties.

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**>350 REMINDERS**

**123 FINES**

**\$6150**

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## YARD OF THE MONTH CONTEST

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- Winners chosen by the board
  - YotM yard sign
  - \$50 Lowe's gift card
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## MARCH - YARD OF THE MONTH

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- Reggie and Nancy Nisbitt  
10805 Chestnut Ridge Road
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## MANAGER'S REPORT

Elizabeth Schoen, Community Manager  
Spectrum Association Management

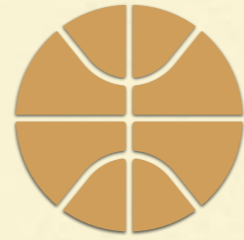
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## COMMITTEE REPORTS

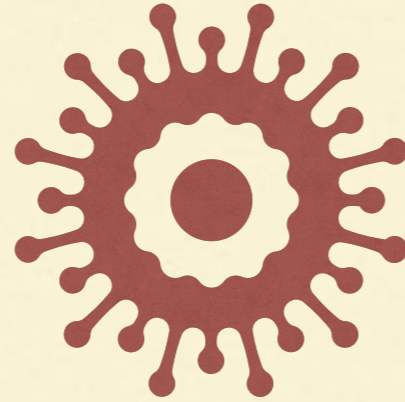
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## COVID OPERATING PLAN

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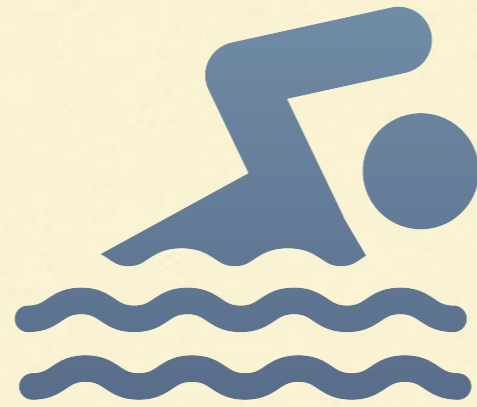


- Amenities will operate according to health and governmental authority guidelines
  - No plans to implement COVID precautions at the present time
  - Subject to change w.r.t. state and local protocols
-

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## POOL HOURS

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Open Daily April 1 - Oct. 31  
5:30 AM - 10:00 AM Lap Swim  
10:00 AM - 8:00 PM Open Swim  
8:00 PM - 10:00 PM Lap Swim

**HIRING LIFEGUARDS NOW**  
Contact Austin Pool Pros

Swim Team in May

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## COMMUNITY EVENT SCHEDULE



- Community Garage Sale
- April 23 - 24
- Looking to resume normal event schedule
  - All events TBD pending scheduling

Many opportunities for those wishing to volunteer their time to the community.

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## POOL BREEZEWAY RESERVATIONS

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- Breezeway is available for private events during the pool off-season
  - Reservations may require a modest cleaning and damages deposit
  - Use is strictly “At Your Own Risk”
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QUESTIONS?

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# ARCHITECTURAL REVIEW

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Laurie Fischer, Chair

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## ARC MEMBERS

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- Laurie Fischer, Chairman
  - David Weatherbie
  - John Connors
  - Dave Galyean
  - [arc@canyoncreek.net](mailto:arc@canyoncreek.net)
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## ARC'S MISSION

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- Maintain positive, consistent look and feel of the neighborhood
    - Own and maintain the Design Guidelines
      - Part of the “Canyon Creek Restrictions” under §1.7 of the Master Declaration
    - [www.canyoncreek.net](http://www.canyoncreek.net) -> About Us -> Governing Documents
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## HOW WE DO IT

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- Review change requests



**ALL changes to a property's exterior need a change request**

- Talk to residents and develop workable plans (try not to say “no”)
  - Monitor architectural trends and changes and provide guidance
  - Watch violations and other trends to plan areas of compliance focus (satellite dish placement, landscaping trends, fences, etc.)
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QUESTIONS?

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# TRAFFIC & SAFETY

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Randy Lawson

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## TRAFFIC AND SAFETY

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- Formed in 2018 as an advisory committee to the Board
  - Purpose
    - Propose and implement Board approved projects to improve traffic and safety within Canyon Creek for Members accessing amenities, parks & trails, sidewalks, crosswalks & public space
    - Engage with CoA, Travis County and other agencies to further drive traffic and safety related improvements in Canyon Creek
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## TRAFFIC & SAFETY MEMBERS

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- Randy Lawson - Chair
  - Dave Marshall - Co-Chair
  - Serge Zirojevik
  - Ryan Sullivan
  - Mark Grosvenor
  - Dean El-Baz
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## AUTO BURGLARY UPDATE

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- Town Hall Report
- APD committed to increased patrols in Canyon Creek to address a noted increase in auto burglaries and other property crime.

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CCHOA coordinate a Town Hall meeting with D6 CM Mackenzie Kelly and representatives from APD.



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## AVOID BECOMING A VICTIM

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- Lock your cars
  - Take your valuables
  - Park vehicles in garage if possible
  - 311
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## 2022 GOALS AND PRIORITIES

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### **Continuing Patrols**

- Continue to monitor the property crime situation and coordinate with local law enforcement and elected officials
  - “Off-duty” Travis County Deputy Constable patrols weekly to enhance traffic calming and improve pedestrian safety
  - Monitoring speeding, school bus loading/unloading, crosswalk, school zone, etc. and referring to local authorities as needed
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### **Public Agency Engagement**

- Ongoing engagement with city leaders and other local agencies
  - Mobility improvements (sidewalks, crosswalks, etc.)
  - Increased patrols by CoA police and TC Sheriff's Dept. in addition to weekly paid TC deputy constables

### **Ongoing review and implementation of additional safety measures**

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QUESTIONS?

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# PUBLIC AFFAIRS AND GOVERNMENTAL OUTREACH

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Randy Lawson  
Dave Marshall  
Robert Canik

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- Ongoing engagement with elected officials and local bureaucracy
  - Monitoring surrounding developments for potential impacts to Canyon Creek
    - Recognize we're in a rapidly growing metro area
    - Engage with stakeholders to achieve "least unfavorable" outcomes for Canyon Creek area
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## PROJECTS WE'RE MONITORING

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- Plaza Volente Apartment development adjacent to HEB
  - Volvo dealership across from Boulder Ln. north entrance
  - Woodland Greens redevelopment project
  - 620 Hill Country Center behind Tuffy's Auto Service on Anderson Mill
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## CONSTITUENT TOWN HALL

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- Travis County Precinct 3 Commissioner Ann Howard
  - Canyon Creek Residents Only
  - April 27, 6PM
  - Location TBD
  - **NOT A CAMPAIGN EVENT**
- 



Ann Howard is hosting a constituent town hall for Canyon Creek residents on April 27 at 6PM. We have been asked to share this information with residents who may be interested in attending. This is not a campaign event and we are passing this information along as a public service without opinion or endorsement.



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QUESTIONS?

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These committees are volunteer led. If you have an interest, we can probably find a place for you.

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## ELECTION

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- 7 Directors elected to 2 year, 4-3 staggered terms
  - 3 seats to fill this election
  - Candidate introductions
  - Floor nominations
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### Election results:

Brett Funderburg (re-elected)

Robert Canick (re-elected)

Dean El-Baz (newly elected)

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UNFINISHED BUSINESS

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No unfinished business

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## NEW BUSINESS

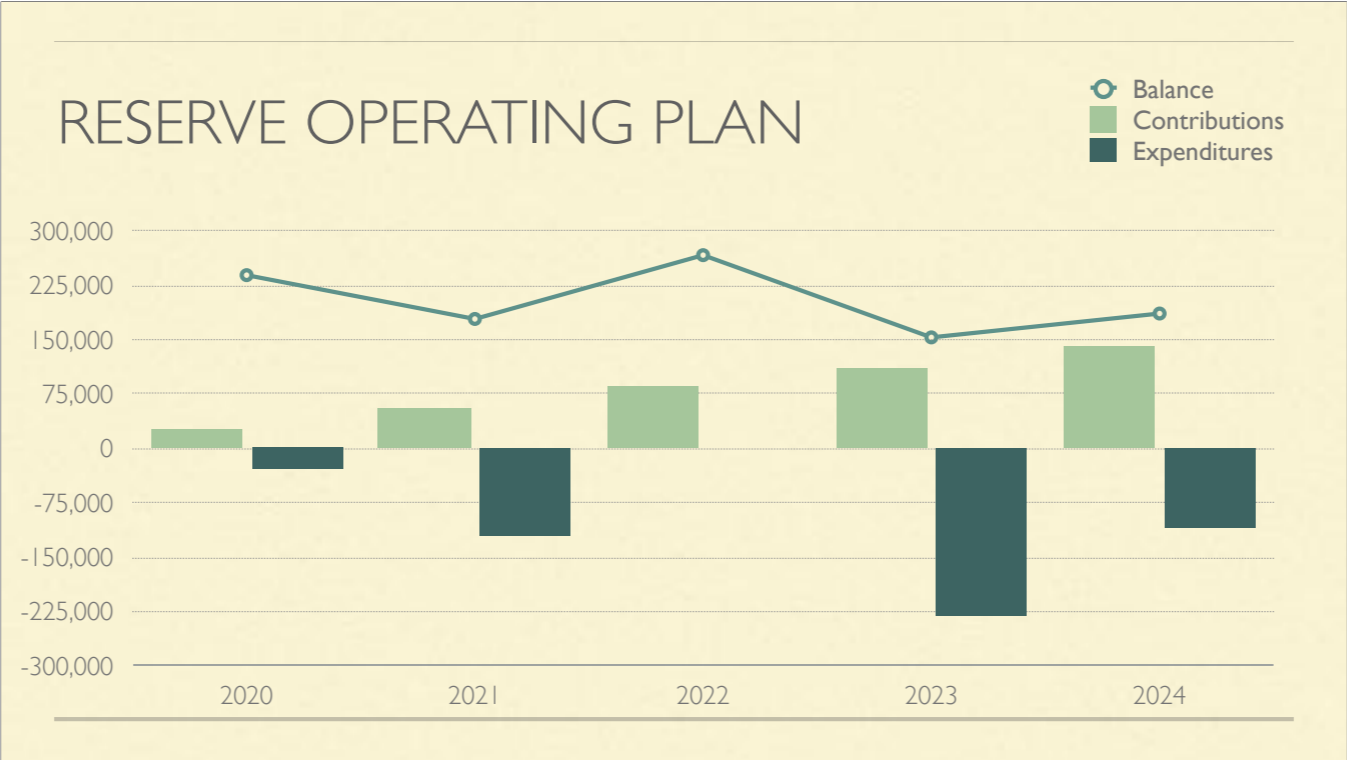
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No new business was motioned.

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## CONSIDERATION OF ADEQUACY OF RESERVES

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This is a graphical view of the reserve operating plan according to the reserve study showing projected balances, contributions and expenditures. The 2023 Reserve Expenditure includes \$205,000 in concrete fence maintenance. We maintain the fence annually as part of the operating plan. The pro-forma projection would be ~20,000 (lifeguard chairs, iron pool fence maintenance, monument and signage maintenance) after taking this into consideration.

	ACTUAL/BUDGETED	RECOMMENDED	VARIANCE
BEGINNING BALANCE	\$291,133	\$178,980	\$112,153
CONTRIBUTION	\$176,662	\$84,300	\$92,362
RESERVE EXPENSES	(\$199,930)	(\$120,200)	(\$79,730)
NET CHANGE	-\$23,268	-\$35,900	-
ENDING BALANCE	\$267,865	\$178,980	\$88,885

The Association is well capitalized to meet its 2022 capital expenses recommended by the independent reserve study. Actual balances / contributions to reserves in 2021 are above the recommended amounts. Assuming there are no unforeseen adverse events, no special assessment is contemplated in 2022. The 2022 ending balance is projected to exceed the recommended amount by \$88,885.



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ADJOURNMENT

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