

Canyon Creek Estates Homeowners Association Meeting

Second Quarter 2022

Thursday, May 19, 2022

- **Attendees**

- Board Members**

Present	Name	Role
	Jim George	President
	Katie Nguyen	Treasurer
	Emily Petersen	Secretary
	Ahmed Abdelsamad	Architectural Committee
	Yvonne Warzynski	Landscape Committee
	Kourtney Masters	Compliance Committee
	Sara Reschke	Social Committee

- Additional Homeowners Present**

- Craig Pelzer
 - Nancy
 - Brian Hodges

- **Meeting Notes**

- Board approved the minutes for the first quarter 2022 as written.

- **Financial Report**

- Katie reported:

- Net income after contribution is \$17,171.58
 - Total assets are \$82,697.15
(Including \$708.75 of uncleared revenue)
 - Katie mentioned around 8 homeowners have not paid 2nd quarter dues, and a few homeowners have not paid last years dues. Katie will follow-up with Jim so notices can be sent.

- **Action Items**

- Jim, Sara and Emily will meet to review landscape contract, as well as meet with Kara is hopes of having her take over the landscape board position

- Kourtney will add specific verbiage to document for Craig Pelzer to confirm the timeline for the completion of the alterations on his property
- Kourtney will send out the compliance 'cheat sheet' to the board for final review
- Kourtney will send compliance notices out to houses with concerns
- Jim will reach out to tree service for tree in main park and on Colvin Lane common area
- Sara will secure two food cart vendors for the National Night Out; Jim will secure the shaved ice truck
- The additional planning of National Night Out will occur (Jim, Sara and Emily), including the kid activities, tables, etc
- Jim will connect with Michael regarding the update of the website
- Kourtney will review HOA bylaws in regard to non-lawn landscaping

- **Committee Reports**

- **Architectural Committee:**

- No requests have been made since last quarter.

- **Compliance Committee:**

- Kourtney is finalizing the compliance cheat-sheet and will send out to the board for final approval.
 - Several neighbors will be sent compliance notices for various issues; gutters, yard, roofs, etc.
 - Discussion occurred regarding Colvin Lane encroachment. Tenant was on call, and it was confirmed that the removal of property would begin in June and would need to be completed by the end of the summer (listed as a reasonable time frame). Property would need to be returned to previous state. Tenant asked for assistance in locating property lines, as well as finalized verbiage in writing as to the specific dates for start/completion.

- **Landscape Committee:**

- Rewrite contract for landscaper
 - Sara and Kara are working to layout flowers for planting, which will occur this Saturday.
 - We will need to figure out timeline for bark chips, it is budgeted for this year

- Yvonne will end her time on the board; we are all incredibly grateful for her time and attention in her role.
 - Kara Platt is potential new board member for landscape committee. Sara and Jim will reach out and review job description to see if it is on interest. If so, Yvonne will review position moving forward and pass on any documents.
 - **Social Committee:**
 - Working on welcome basket for new move-in, hoping to include the compliance cheat sheet.
 - National Night Out is in August. We are in need of securing two food cart vendors, shaved ice cart, activities for kids, tables and coordinating fire/police visits for the nights. Sara and Jim will meet and coordinate event.
 - Garage Sale is in July. Jim has signs. Question was brought up to coordinate with meadows on date and/or post the garage sale in the newspaper.
- **Old Business**
 - Jim is going to get ahold of Michael in the next three weeks regarding the website updates.
- **New Business**
 - Brian Hodges was on call, asking to remove Arbor Vitae in his side yard. He was given approval, and it was also confirmed that the side yard is his responsibility to maintain.
 - Craig Pelzer mentioned tree on Colvin Lane and the request to have a tree service out to look at it for possible removal.
 - Tree in main park is still losing branches. Concern for kids in park. Will need to have someone come to look at health of tree.
 - Nancy asked for permission from HOA to have the tree stumps removed from the property. She would like to possibly post it on Facebook marketplace and see if anyone would like them as a way to have them removed. Will just need permission from neighbors to use driveway to access the HOA property for removal. Jim gave her the approval to move forward with request.
 - Concern was brought up regarding the landscape of house at the corner of Roanoke and Colvin Lane. Landscape does not match the neighborhood. Discussion occurred around HOA bylaws and the requirements of non-lawn landscaping. Kourtney will review the HOA bylaws and report back regarding findings.

Next meeting will be held Thursday, August 18, 2022

Respectfully submitted,
Emily Petersen