

# Canyon Creek Estates Homeowners Association

## Meeting of the Board - Minutes

Date: February 3, 2022

Attendance: Bob Richardson, Shannon Pelland, Paul Pederson, Travis Cox, Kyle Mackelroy, Steve Ehlers, Bill Swigert

**Secretary's Report:** Minutes for the Board Meeting of January 4, 2022 were reviewed and approved.

**Treasurer's Report:** Shannon had reviewed current information from Weiss & Assoc, and indicated nothing outstanding except for the over budget expenditures for snow plowing. Shannon and Bob will meet with Ed and Lannie of Weiss & Assoc to discuss their recent notification of the sale of the firm, and how it may affect CCHOA going forward.

### **New Business:**

- The Board discussed roles going forward so duties would be shared among members. It was decided that:
  - Bob will handle Grounds and Maintenance issues including Firewise and Wildfire Mitigation efforts
  - Paul, Bill and Steve will address Water and Wastewater related issues
  - Kyle will work on all CCHOA website and public announcement tasks
  - Travis will assist in researching and revising our Administrative Documents, including the Covenants and Rules and Regulations
  - Steve will continue to address all roadway related issues
  
- The Board discussed the Short Term Rental vote at the Annual Meeting should include a change in the Covenant to better control Short Term Rentals, as well as other long-needed changes such as roofing material types and evaporative coolers. Board members are tasked with reviewing the Covenants and Rules & Regulations within the next month, then meet to finalize proposed changes at our next meeting. Bob will talk to our attorney concerning methods to hold a new vote; Kyle will investigate using Docu-sign as a possibility for homeowners to sign votes electronically.

- Spring clean-up day will be held on April 23; Kyle will spearhead this effort. A fire-mitigation cleanup day will be held on May 15, which Bob will plan and execute.

**Committee Reports:**

- *Water/Wastewater Treatment* – Bill reported that he sent the Tank Inspection Report to Linda at EPC (our W/WW Plant Operator) to solicit bids for cleaning and repair of the old tank.
- *Architectural Committee* – currently Glen Cleland (768 CCD) and Cheryl Erickson (563 CCD); need a third member. The Board determined that the Committee should NOT include any Board members. This will allow any determination made by the Committee that the homeowner does not agree with may be brought before the Board as a Appeal process.
- *Firewise Community* – Bob is working with Glenwood Fire Marshall to confirm our \$3000 grant to be used with CCHOA budgeted line item to schedule mitigation in the 2022 year.
- *Grounds & Maintenance* – Bob will discuss the new mailbox procurement with Glenwood Post Office
- *CCHOA Website* – update on homeowners contact information