

Canyon Creek Estates Homeowners Association

Meeting of the Board – Minutes

Date: September 21, 2023

Time 5:30 pm Regular Meeting

Location: Stephanie Wagner residence 764 CCD

In Attendance: Kyle McElroy, Bob Richardson, Bill Swigert, Stephanie Wagner, and Shannon Pelland

The meeting was called to order at 5:45 pm. Bob Richardson tendered his resignation as President and Board Member of Canyon Creek HOA. Shannon moved that the resignation be accepted; seconded by Stephanie. Vote was unanimous to accept the resignation.

Vice President Kyle McElroy accepted the position as President.

The Board voted to retire into Executive Session to discuss status of litigation for Short Term Rentals. Kyle motioned to include Bob in the Session due to his current knowledge of the matter. Motion was seconded by Stephanie; vote was unanimous to approve. The Board voted to return to public session at 6:15 pm.

Secretary's Report:

Minutes of Meeting for August 3 were reviewed and approved.

Treasurer's Report:

The last half of the meeting will be devoted to developing the 2023-2024 Budget.

Committee Reports:

- *Water/Wastewater Treatment* –
 - Spare parts for the blower and controls have been ordered per the recommendation of our Operator EPC
- *Architectural Committee* – no report
- *Firewise Community* – no report
- *Grounds & Maintenance* –
 - Fence at entry - Board will continue to request costs for trees/shrubs for fence replacement. Neighbor Bruce Camilletti has offered to share costs for the new landscaping
 - Roadway Repair – no report
 - Infrastructure Reserve Study – Shannon indicated we are still awaiting the updated report from Yancy/Sopris Engr. It was promised by September 30
 - Lawn maintenance contract – Kyle will develop an RFP to bid out our contract for the 2024 season
- *CCHOA Website* – no report

New Business:

- Dispute Resolution Policy– at our request, Atty Melody Massih provided the Board with a document to be included with our Rules and Regulations as an efficient means of resolving disputes or claims involving the Association and/or the Association’s governing documents. After review, Kyle made a motion to adopt the Policy; Stephanie seconded. The motion passed unanimously.
- Budget – Shannon reviewed the last two years budget, and proposed budget for 2023-2024. Generally, historic values plus inflation of 6% will be used to develop costs. Line item for legal costs is unknown at this time. EPC submitted their estimate for Water/Wastewater. Bob will follow up on the bid for Roadway Replacement.
- Managing Agent – the Board discussed the need to consider hiring an agent to manage STC Rules and Regulations, including applications enforcement, and penalties; Request for Proposals for HOA projects; work performed on infrastructure; and other tasks as directed by the Board. The Managing Agent would report to the Board on an as-needed basis and at Board meetings.

Travis will develop an RFP for a Managing Agent. Bob will submit a proposal to the Board for services for an interim period of at least six weeks.

Next meeting scheduled for October 12 at 5:30 at Bill Swigert’s residence 570 CCD.