

Canyon Creek Estates Homeowners Association  
Meeting of the Board – Minutes

Date: October 12, 2023

Time 5:30 pm Regular Meeting

Location: Bill Swigert residence 570 CCD

In Attendance: Kyle McElroy, Bill Swigert, Stephanie Wagner, Roy Hoveland (by phone) and Shannon Pelland

**Secretary's Report:**

Minutes of Meeting for September 21, 2023, were reviewed and approved.

**Treasurer's Report:**

Shannon presented a Draft 2023-2024 Budget. It currently does not incorporate the 10/9/2023 Reserve Study recently completed by Sopris Engineering. Discussion points included:

1. What is an appropriate Emergency Reserve? How do we achieve it with our current budget?
2. Will an annual dues increase meeting CPI achieve where we need to be?
3. Looking at projected project expenses over the next 15 years, what, if any, projects require a special assessment?

Shannon will take the Board's recommendations, incorporate the 10/9/2023 Reserve Study, and present an updated draft at the next Board meeting.

**Committee Reports:**

- *Water/Wastewater Treatment* – no report
- *Architectural Committee* – Kyle will talk with Ellen about developing an Architectural Control Approval Form
- *Firewise Community* – no report
- *Grounds & Maintenance* –
  - RFP for Grounds and Maintenance will be let after the Annual Meeting
- *CCHOA Website* – no report

**New Business:**

- RFP for Managing Agent – Board will research after the Annual Meeting. Duties would include Covenant Violations management. Roy will research local firms that will perform this work, and report by next meeting.
- Stephanie will call the Community Center to reserve the facility for either November 7 or 9.

Next meeting scheduled for November 2 at 5:30 at Stephanie Wagner res. 764 CCD.