



**Canyon Lakes Property Owners Association**  
**Board Meeting**  
**March 11, 2024**

The meeting was called to order at 6:30 p.m. by Emma Mercado at the Mid-Columbia Library, Kennewick Branch.

Amberlee Moore took roll call.

**Attendance:** Chris Winkley, Emma Mercado, Alicia Mercado, Karla Palmer, Amberlee Moore, Paul Roberts, Mary Kay Edwards (Virtual), Devin Lundstrom, Anne Eerkes, Ben Slominski, Scott Snyder, Chris Laurion, Jack Lynch, Patricia Kopp, Rick Burr.

**Not in attendance:** Reid Klei

**Visitors:** Joshua Eerkes, Mike Fitzsimmons, Mike & Lisa Grizzle, Patricia Irving, Glen Gaboury, and Jerrod Bailey.

Jack Lynch made a motion to approve the agenda. Patricia Kopp seconded the motion. The Board voted and (13) approved, (0) opposed, and (0) abstained. Emma Mercado made a motion to approve the minutes from the January 9, 2024 and February 13, 2024 meetings. Chris Winkley seconded. Jack Lynch requested that Jerry Campbell's handout from the January meeting be included in the minutes. Chris Winkley asked to review the handout prior to inclusion, which he did. Chris Winkley then stated he approved that the document be added. The Board voted, (13) approved, (0) opposed, and (0) abstained.

**Presidents Report:** A report was handed out at the meeting by Emma Mercado, there was no discussion.

**Treasurer Report:** Chris Laurion reported that he had met with Teresa Frost and Devin Lundstrom numerous times to go over reports and the treasurer's role. He feels things are going well.

**Secretary Report:** A report was submitted, but there was no discussion.

**ARC Report:** Chris Winkley stated that the ARC has been busy and has met a few times. The ARC has a good process and he is happy to be working the Paul Roberts and Rick Burr. The ARC is working on a final round of edits to the ARG (Architectural Rules & Guidelines), their own written process for managing the ARC application review process, and the ARC portion of the CLPOA website.

**Communications Report:** No report was submitted.

**CCR Report:** A report was submitted, there was no discussion.

**Landscaping Report:** A report was submitted. Karla Palmer stated they received a complaint from a homeowner regarding some shrubs that had been taken out along Ely that involved his privacy. She said that they were getting bids for replacing those shrubs.

**Long Range Planning Report:** A report was submitted. Emma Mercado stated she had spoken to Todd Sprong who is working on getting bids for the repairs on the masonry wall. Todd will be submitting those

bids to Emma via email and she will forward them to our manager Devin Lundstrom. We will have them for review at the next Board meeting.

**Manager Report:** A report was submitted. Chris Winkley asked how much time Devin is currently spending working with the board, committees, and the homeowners. Devin stated it is currently a 40-hour/week job. It needs to be noted that we budget for 25 hours/week, it's not reasonable to ask our manager to work unpaid hours.

**Meeting:**

Emma Mercado welcomed everyone to the meeting and thanked the Board for their time. Emma stated the first item to discuss is that, since Mary Kay Edwards has stepped down as Secretary, we need a new Secretary to be voted in. Chris Winkley nominated Amberlee Moore. Amber accepted the nomination. The Board voted (13) in favor, (0) opposed, and (0) abstained.

Emma Mercado discussed with the Board the need for volunteers for Long Range Planning, Communications, and CCR committees. The results are:

Long Range Planning: Amberlee Moore, Jack Lynch, Ben Slominski, Chris Laurion

Communications: Anne Eerkes, Scott Snyder, Chris Laurion

CC&R: Amberlee Moore, Emma Mercado, Alicia Mercado, Jack Lynch, Mary Kay Edwards

CC&R Sub-Committee: Karla Palmer, Scott Snyder

No changes to the following committees:

ARC: Chris Winkley, Paul Roberts, Rick Burr

Landscaping: Reid Klei, Karla Paler, Patty Kopp

Action Item:

Chris Winkley presented a motion to limit homeowner input (questions or comments) at the end of the meeting to two minutes each with no discussion or debate. Jack Lynch stated that the City of Kennewick has the agenda posted, you sign in and sign up for what topic you would like to speak on. This may be an idea for the Board to consider. Anne Eerkes asked how we would follow up with the homeowners, after the meeting. Chris Winkley would like the communications committee to have an action item. Ben Slominski asked if there is a reason that everyone is not included in all emails. Devin Lundstrom stated that we would discuss that a little later in the meeting. Chris Winkley asked to take a question from an audience member. Patricia Irving introduced herself, she stated she has asked questions to the Board in the past and no one has replied to her concerns. She asked how we were going to address homeowners' questions moving forward.

Chris Laurion suggested making a motion to broaden Chris Winkley's motion and develop a more

comprehensive and encompassing guideline for how the board will interact with community feedback, both at the meetings and outside of the meetings. Chris Winkley withdrew his motion and seconded Chris Laurion's motion. (13) in favor, (0) opposed, (0) abstained.

Rick Burr would like to ensure we have a stipulation for homeowners to get their questions answered. Patty asked if there was a time in the meeting when those two minutes were heard. Chris Laurion stated he would follow up with the RCW and find out the proper process.

Chris Winkley stated his second motion is to implement Robert's Rules of Order at our Board meetings. He previously sent out an email regarding this and it had the rules attached. Chris Winkley made a motion to implement Robert's Rules moving forward with each meeting. Jack Lynch seconded the motion. The Board voted (13) in favor, (0) opposed, and (0) abstained.

Chris Laurion discussed his plans for community outreach and forming a Task Force under the Communications Committee. The purpose of the Task Force is to find out why our vote counts and quorums are so low. He would like to survey a random population of homeowners to understand how we get more homeowners invested and interacting in a meaningful way. This will help us as a Board push through and unite our community. We will also find out hot topics for the 2-year survey. Chris Winkley suggested that we do a random sample of those who did not respond and that we target those who did not vote or participate in the annual meeting vote. Chris Laurion made a motion to approve a Task Force to develop community outreach to better understand community involvement. Amberlee Moore seconded the motion. The Board voted (13) in favor, (0) opposed, and (0) abstained.

Chris Laurion also discussed his ideas for website improvement. He would like to form a Task Force to work on website improvement and put resources into improving the website. Rick Burr seconded this motion. The Board voted (13) in favor, (0) opposed, and (0) abstained.

Chris Laurion spoke, on behalf of Mary Kay Edwards, for establishing a code of conduct. This would allow the Board to set rules for behavior from the audience and the Board.

Patricia Kopp asked what the process was for CCR. Devin Lundstrom explained to her that the green card is sent out as a reminder, if the issue is not remedied at the next observation by whoever is driving that route, then a letter is sent out. At that point, the homeowner has (5) days to remedy the issue and then they will be sent a certified letter and a lien will be placed.

Jack Lynch mentioned he would like to make sure that we are listed as additional insured with our contractors. He said this is important so we are guaranteed to have additional coverage.

Emma Mercado stated she would like to be included in important communications coming from the committees. She asked that she be cc'd on emails and informed when a meeting will be held.

Devin Lundstrom asked that we continue to use email as our primary form of communication. She requested that if a Board member is on an email and it is time-sensitive, could they please reply that the

email was received? Not everyone will partake in edits and redlines and that is ok. However, if we can keep the communication line open that would be appreciated. She also stated that the Board doesn't need to be included in every email. If a request or complaint comes in it is forwarded to the appropriate committee.

**Action Items:** *Action items are due at the end of the day unless otherwise stated.*

Amberlee Moore will get ahold of Jerry Martin and see about the key to the lockbox for the security camera access at Volunteer Park. This information will be provided at the April meeting.

Chris Laurion will have a proposal on how we move forward with community outreach and communication between the Board and community. He will have this information ready to present at the April Board meeting.

Devin Lundstrom will send out the Rules & Regulations so redlines can be made using Word. This will be done by next Wednesday, March 20th.

**Legal Items:** The opened legal case against the homeowner to pursue legal fees is still active. The case was postponed once again as the homeowner stated they were not available to attend court on that date. A new court date has been set. Devin Lundstrom will get that information from our attorney and have an update on this case for the April Board meeting.

The meeting was adjourned at 8:17 p.m.