



**Canyon Lakes Property Owners Association Board Meeting**  
November 8, 2022

The meeting was called to order at 7:00 P.M. by John Scheer at the Villas clubhouse.

Attendance: Patty Aoyama, Ruth Beckmann, Emma Mercado, John Scheer, Karen Shelstad, Chris Winkley, Tamme Ward, and Jodi Landefeld

Not in attendance: Jerry Campbell, Reid Klei, and Dave Ottley

**Guests:** The following guests were in attendance at the meeting: Vince Browning, Curt Coulter, Mary Kay and Bill Edwards, Teresa Frost, Beth Kertz, Amber and John Moore, and Jim and Karen Stottlemyre.

Vince Browning said he was tired of gang activity and prowlers and wanted them addressed. He warned that tagging appears amateur and that taggers may be armed with weapons. Quickly covering tagging usually takes care of the problem: usually being the keyword.

Amber Moore wants a neighborhood watch. John said he has heard that a neighborhood watch is desired. He asked Amber Moore if she would like to lead an ad-hoc committee, and she expressed interest and that she had already spoken with the KPD neighborhood watch representative, Roman Trujillo. The committee needs to devise plans and guidelines: i.e., flyers, signage, possibly separating neighborhoods, and so forth. Jodi thanked Amber for volunteering to lead the ad-hoc committee.

Mary Kay Edwards asked how information is communicated to homeowners and recommended an email list be used. Jodi replied that the Association has a database of homeowners and addresses. A previous request for email addresses from existing homeowners was on an annual Board ballot with very little response; although, the Association typically obtains email addresses from new homeowners. Mary Kay wanted to know how the Board is letting homeowners know that there are volunteers needed for ad-hoc committees such as traffic. John stated that there are numerous methods of communication with homeowners, including quarterly newsletters, CLPOA website, and additional mailings.

Teresa Frost asked if our communications are mailed to renters or homeowners. Jodi responded that homeowners receive the communications; therefore, the homeowner is responsible for communicating with the renter.

Curt Coulter let the Board know he wants to continue serving on the traffic committee. Jodi told Mr. Coulter that Dave Holden is no longer with the Board, so the Long-Range Planning committee will be taking it over and meeting next week. Jodi confirmed to Marilyn Stottlemyre that the information regarding traffic calming was turned over by Dave Holden.

## Meeting:

Minutes from the general monthly meeting held on October 11, 2022, were reviewed. A motion was made to approve the October 2022 minutes by Emma Mercado, seconded by Patty Aoyama, and approved.

Financial statements from October 2022 were reviewed. A motion was made to approve the financials by Emma Mercado, seconded by Patty Aoyama, and carried.

President's Report: John Scheer gave the President's report and commented that Heritage is cleaning up tree branches from the wind storm.

ARC Report: Chris Winkley gave the ARC report, sharing that the ARC has 18 approved projects in process. ARC approved a process that addresses homes engaged in unapproved projects. The ARC committee will follow a similar path used by the CC&R for communications and standard processes for notification and compliance.

Landscape Report: John Scheer gave the landscaping report. Heritage is cleaning up downed foliage and blowing out sprinkler systems. The landscaping RFQ will be sent to larger landscaping contractors. Bids are due back on December 31, 2022, and the contract is for 2023-25 with a possible two-year extension. Ms. Frost asked if Heritage had been contracted for the past four years. John responded that Heritage has been the landscaping contractor for the past four years. John also commented that Heritage has two very good irrigation specialists. The Board is waiting for the retirement community development completion before addressing the easement on Williams Street.

CC&R Report: Patty Aoyama gave the CC&R report. This past month there were not as many violations as there were in the summer months. Notices for violations were sent in October, and one notice is usually sufficient for resolution.

Mrs. Edwards asked about 3612 S. Ledbetter. Jodi let Mrs. Edwards know that the issues with this property are in legal action. John provided that legal actions take a lot of time to resolve and that legal services for the resolutions of homeowners' issues are exceeding the Association's budgeted funds. Jodi updated the Board on the case at 4101 S. Union. An attorney has been hired by the homeowner, who asked and was granted a continuance until December 9, 2022.

After discussions regarding proposed revisions below to the Rules and Regulations, the Board decided to add a preface to the Rules and Regulations that homeowners need to comply with all city ordinances in lieu of revisions to Section 16 Excess Water.

Recommended revisions to the Rules and Regulations of the Community of Canyon Lakes:

Section 16. Excess Water. ~~Irrigations systems shall be designed, installed, maintained, and operated in a manner that excess irrigation water does not negatively affect neighboring properties.~~ Homeowners shall comply with drought control restrictions.

Section 9. ~~Parking and Storage of Vehicles and Equipment~~. Except for time reasonably required to load, unload or clean, parking of boats, trailers, recreation vehicles, campers, inoperative vehicles, or equipment shall not be allowed on any Private Area within Canyon Lakes, except within the confines of an enclosed garage, a fenced side yard ~~or~~ and other area where such vehicle or equipment cannot be seen from the street. Parking exceeding 72 hours in a single seven-day period shall be presumed unreasonable and in violation of this rule. The foregoing applies also to large cargo-style vehicles, such as box trucks (excluding vans and passenger-style pickup trucks). Violations of the section shall be subjected to the same remedies provided in Section 2 (Use of Public Roads and Streets).

Section 15. Exterior Lighting. Holiday lighting shall be ~~installed and~~ operated not more than six weeks before or after the given holiday. ~~Holiday lighting shall be removed within six weeks following the holiday.~~

A motion to approve the revisions to Section 9 and Section 15 was made by Chris Winkley, seconded by Patty Aoyama, and the motion carried.

Long-Range Planning: Jodi is to meet with Karen and Reid next week. Karen asked Patty if Jeremy White was being paid for services involving traffic calming. Patty responded that Jeremy White is not receiving any payment for any services from the CLPOA. Karen is going to meet with the Kennewick City Manager to discuss traffic calming options.

Secretary Report: Emma Mercado did not have any items for the Secretary report.

Financial Report: Ruth Beckmann gave the financial report. Ruth told the Board that the financials are all in order. This meeting is Ruth's last day as Treasurer. She advised the board that there are funds available from assessments to complete trees and possibly other projects planned for 2022.

Manager's Report: Jodi Landefeld gave the Manager's report. The Budget mailing is complete and sent to the printer. She updated the Board on the transition progress to the new Manager, Tamme Ward, who started on October 15, 2022. Tamme asked the board for any items for the annual meeting to be forwarded to her by December 1, 2022.

### **New Business:**

A motion was made to update the By-Laws, Section 1, Annual Meeting Date, from the third Tuesday in January to the second Tuesday in February by Patty Aoyama, seconded by Chris Winkley, and the motion carried.

John stated the Board has three open board positions: the Treasurer and two Directors. He requested each visitor attending the meeting and interested in volunteering for a vacant board position provide a little information about themselves and their desired committee.

Teresa Frost is a retired CPA, CMA, and PMP. She has experience working on contracts and creating budgets as well as currently being a member of other boards.

Jim Stottlemire and his wife are long-time Tri-Cities residents. He enjoys the beauty of the area and wants to see consistency during so much change. He has worked at PNNL and has served on numerous committees: one of them is the Energy Research Advisory Board. His wife also volunteers for the same board. He expressed interest in helping with the Landscaping Committee.

Mary Kay Edwards has been in Loden Greens since 2007. She likes the Canyon Lakes neighborhood and feels it has a good reputation. Her experience encompasses being a member of a savings and loan board, being a loan officer, and managing residential homebuilding in Colorado. She is familiar with interacting with vendors and contractors. She has also done contract work with DOE and Fish & Wildlife, where she also was a budget analyst. She retired in 2012. She expressed interest in the Long-Range Planning and the traffic ad-hoc committees.

Amber Moore has been in the area for ten years after living in Portland and New York. Her past work experience is as a geologist. She has lots of time to devote to volunteering. Two years ago she took over her parent's business, which focuses on events during the 4<sup>th</sup> of July holiday and the County Rodeo in Clackamas, Oregon. She expressed interest in Long-Range Planning Committee but will work where needed.

John asked Mary Kay Edwards and Amber Moore if one of them would want to wait until February, and his position becomes available. Mary Kay Edwards and Amber Moore both indicated they could wait. Jodi asked Amber Moore if she would concentrate on moving forward with a neighborhood watch committee, and Amber Moore said that she would like to move forward with getting that committee started.

John let the candidates know that there were three board members not in attendance, so the appointment to vacancies will be made within the next two weeks.

Meeting adjourned at 8:35 pm

### **Action Items:**

*Note: Action Items due dates are end of day unless otherwise stated.*

### **October 11, 2022**

- John to update the Board on 4101 S. Union lawsuit – hearing scheduled for October 21, 2022 ([hearing actually held on 11/4/2022](#))
- Board continues to review revised master documents – Craig Walker to review. [Jodi/Tamme emailed Craig Walker on 10/27/2022, requesting Craig's review be completed on 11/15/2022 to ensure inclusion in the annual meeting mailing if necessary](#)
- Jodi to meet with Reid and Karen on the long-range planning on October 18, 2022 – [Jodi met with Karen](#)
- Jodi to contact Craig Walker on the plywood fencing issue at 1208 Canyon Lakes Drive – Jodi sent an email to Craig on October 27, 2022
- Board on 47<sup>th</sup> Court – Craig Walker to contact Ron Asmus's lawyer – ongoing

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- Board on 47<sup>th</sup> Court – Craig Walker to contact Ron Asmus's lawyer
- Board continues to review revised master documents – Craig Walker to review - Jodi/Tamme requested review be completed by 11/15/2022
- Tamme is awaiting response from Craig Walker on the plywood fencing issue at 1208 Canyon Lakes Drive; response requested by 11/15/2022
- Annual meeting items from the Board members need to be to Tamme Ward by December 1, 2022
- Jodi to meet with Karen and Reid the week of November 14, 2022