



Canyon Lakes Property Owners Association Board Meeting

December 13, 2022

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

Attendance: Patty Aoyama, Jerry Campbell, Mary Kay Edwards, Teresa Frost, Reid Klei, Emma Mercado, Dave Ottley, John Scheer, Karen Shelstad, Jim Stottlemire, Chris Winkley, and Tamme Ward

Not in attendance:

Guests: The following guests were in attendance at the meeting: Bill Edwards.

Meeting:

Minutes from the general monthly meeting held on November 8, 2022, were reviewed. A motion was made to approve the November 8, 2022, minutes by Emma Mercado, seconded by Chris Winkley, and approved.

Financial statements for November 2022 were reviewed. A motion was made to approve the financials by Chris Winkley, seconded by Jerry Campbell, and carried.

President's Report: John Scheer gave the President's report. The Board has three new board members filling all vacancies; therefore, we now have a full board. Mary Kay Edwards is joining the Long-Range Planning Committee, and Jim Stottlemire is joining the Landscaping Committee. John Scheer updated the board on a legal continuance. Karen Shelstad asked how we would be paid a judgment, and Dave Ottley believes our lawyer would assist with collections. Mary Kay suggested increasing the number of board members to have up to three board members on each committee. Dave Ottley is concerned with the board falling below the required 11 positions. John reported that Patty Aoyama is planning a move out of the neighborhood in the next few months.

ARC Report: Dave Ottley gave the ARC report, sharing that the ARC had one approved project and two unapproved in November. One of the unapproved applications is pending a city permit before final approval. Mary Kay wanted to ensure that homeowners receive some notification of project approval, and Tamme Ward confirmed that the homeowners receive email notifications of the approval.

Landscape Report: John Scheer gave the landscaping report. He and Jim Stottlemire have spent time touring the common areas of the Association. Karen asked about snow removal and a discussion about the budget for snow removal is only for Volunteer Park, which the Association owns.

CC&R Report: Patty Aoyama gave the CC&R report. Tamme is helping the CC&R committee create a master list of violations versus a monthly list. Dave wants to see a job description for the CC&R chairperson and wondered if it is necessary to have the CC&R route performed by a board member: mileage is reimbursed and takes about two hours a week to perform the route. Chris Winkley suggested that the CC&R position could be a paid person outside the board. John Scheer would like to see a board member with a contractor do the CC&R route.

Long-Range Planning: Karen Shelstad gave an update on traffic calming. She has not had success in getting the Kennewick City Manager to call her back. Speed bumps on Canyon Lakes Drive will concern all homeowners and not reduce speeding in other areas of the Canyon Lakes neighborhoods. The City needs to address the speeding problem. Jerry Campbell thought the addition of stop signs in areas where speeding occurs is a good idea. A guest recommended that the board members attend a City council meeting. A report for long-range planning is being updated.

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

Financial Report: Teresa Frost recommended going forward that a summary balance sheet, summary profit and loss statement, a statement of cash flows, and the budget analysis be included in the monthly board meeting packet versus the current balance sheet detail and the profit and loss detail. Chris Winkley requested some training for board members on financial statements.

Dave Ottley questioned if an audit will be done due to the change of the Manager. John stated we are going to wait for procedural review at the end of the year.

Manager's Report: Tamme Ward gave the Manager's report. Training with the retiring Manager was completed on November 18, 2022. Historical physical records were transferred to Tamme on November 19, 2022. The annual meeting notice has been sent to the printer and will be in the mail on Monday, December 19, 2022. The 2023 assessments statements are ready and awaiting budget ratification. Statements will be mailed to homeowners the first week of January 2023.

New Business:

Teresa Frost opened a discussion regarding the electronic distribution of board packets versus paper copies. All board members would like to start receiving a board meeting packet via email beginning with the December board packet for the January 2023 board meeting.

The 2023 budget was reviewed. Teresa Frost noted that depreciation expense isn't on the budget, and the budget has historically been a cash basis budget. A discussion ensued about the financing of capital expenditures and a need for a budget for depreciation in an accrual basis budget versus a cash basis budget, which would not include depreciation. A motion was made to ratify the cash basis budget by Dave Ottley, seconded by Chris Winkley, and the motion carried.

An increase to \$355.00 for the 2023 assessment is needed to support the budget. A motion was made to approve the 2023 assessment of \$355.00 with the usual early payment discount of 5% or \$17.75 ($\$355.00 - \$7.75 = \337.25) by Dave Ottley, seconded by Chris Winkley, and the motion carried. Six board members voted to approve the budget, and three board members did not approve.

Karen Shelstad let the board know that she is resigning her board position effective immediately. John Scheer will contact the homeowner who volunteered for a board position at the November 8, 2022, board meeting to fill the vacancy.

Meeting adjourned at 9:04 pm

Action Items:

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

November 8, 2022

- Board on 47th 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 with a second request for 11/17/2022 with no response
- Tamme is awaiting a response from Craig Walker on the plywood fencing issue at 1208 Canyon Lakes Drive; response requested by 11/15/2022 with a second request on 11/11/2022 with no response
- 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 – [Jodi and Tamme met with Karen and Reid on November 10, 2022, to go over long-range planning goals and the most desired items from homeowners](#)

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- Tamme requested December newsletter articles by December 27, 2022; Chris Winkley will have an article for the December newsletter
- Long-range planning report is being updated