



## **Canyon Lakes Property Owners Association Board Meeting**

April 11, 2023

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

Emma Mercado took roll call.

Attendance: Jerry Campbell, Mary Kay Edwards, Teresa Frost, Geoff Harvey, Reid Klei, Alice Mercado, Emma Mercado, Dave Ottley, April Stone, Jim Stottlemire, Chris Winkley, and Tamme Ward

**Guests:** The following guests were in attendance at the meeting: Jarrod Bailey, Jim Brittain, Kurt Coulter, Anita Dale, Donald Edwards, Dale Hubersberger, Pat Lacy, Judy Mitchell, Shawna Morris, Karla Palmer, and Marilyn Stottlemire

### **Meeting:**

Minutes from the general monthly meeting held on March 14, 2023, were reviewed. Emma Mercado moved to approve the March 14, 2023, minutes, Chris Winkley seconded the motion, and the minutes were approved: 13 in favor, 0 opposed, 0 abstain.

Financial statements for March 2023 were reviewed. Teresa moved that we approve the financial statements (included in the Board packet). Seconded by Chris Winkley, and the motion was approved: 13 in favor, 0 opposed, 0 abstain.

**Treasurer Report** – Teresa Frost

**President Report** – Jerry Campbell

**Secretary Report** – Emma Mercado

**ARC Report** – Dave Ottley

**Communications Report** – Geoff Harvey

**CCR Report** – Emma Mercado

**Landscape Report** – Jim Stottlemire relayed that the lights of the monuments on CLD and Irby Street have been replaced. Jim has met with Benton PUD regarding lighting the Canyon Lakes North monument. The transformer is across the street from the monument, and it is not cost-effective to place electrical lights at that monument. Heritage and Brashear are reviewing the area for potential solar lights.

Jim Stottlemire motioned to remove aging boxwoods at 36<sup>th</sup> and Ely and at the Canyon Lakes West monument and replace them with plants that are low-growing and colorful for \$1,250; Teresa Frost seconded the motion. Jerry Campbell postponed this decision to new business.

**Long Range Plan Report** – Mary Kay Edwards

## Manager Report – Tamme Ward

### New Business:

- Appoint new board member
  - Karla Palmer introduced herself and that her real estate experience would benefit CLPOA. She is interested in being on the Landscape Committee.
  - Jerry Campbell made a motion to bring on Karla Palmer as a member of the board and on the Landscape Committee. Emma Mercado seconded, and the motion was approved: 12 in favor, 0 opposed; 0 abstain.
- Jerry Campbell discussed the routine that the meeting will follow: no commentaries on reports and board members may ask questions if additional information is needed. If you are a chairperson and want board approval on an issue, a motion needs to be made; the person making the motion has the floor. Comments and questions by Board members or visitors will start from the left with a two-minute time limit.
- Jerry Campbell motioned that we move the proposal of the speed humps to the last item on the agenda and amend the agenda to remove electronic file sharing from the agenda. Emma Mercado seconded the motion, and the motion was approved: 13 in favor; 0 opposed; 0 abstained.
- Nominate Secretary and Treasurer
  - Chris Winkley nominated Teresa Frost for the Treasurer position and Emma Mercado seconded, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
    - Dave Ottley read the description of the Treasurer’s duties.
    - Jerry Campbell asked Teresa Frost if she was willing to perform the duties as read by Dave Ottley, and she agreed.
    - Two board members and the Manager have signature authority when the Treasurer is unavailable.
  - Chris Winkley nominated Emma Mercado for Secretary, Teresa Frost seconded, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
    - Dave Ottley read the description of the Secretary’s duties.
    - A number of the duties are shared with the Manager, and Jerry asked Emma if she was willing to share some of the Secretary duties with the Manager, and she agreed.
    - Emma works full-time and is also working on the CC&R committee.
- Simplified Procurement Procedure – spending authorization limits
  - Teresa Frost motioned that the Board approve the proposed changes to the spending limits (included in your Board Packet) in the Simplified Procurement Procedure/Policy, Emma Mercado seconded the motion, and the motion was approved: 13 in favor, 0 opposed; 0 abstain.
- Cash transfer request approval
  - Teresa Frost moved that the Board no longer approves cash transfers between bank accounts. Emma Mercado seconded the motion, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
  - Teresa Frost explained that in the past board approval was requested. She explained that as this is just a transfer of cash between existing bank accounts, and not an expenditure Board approval should not be required.
- Transfer fees increase
  - Teresa Frost made a motion that the Board approve an increase to the Transfer Assessment (CCR Section 7.3) to \$150.00.; Emma Mercado seconded the motion, and the motion was approved: 13 in favor, 0 opposed; 0 abstain.

- Teresa Frost explained that the transfer is for new home sales; paid during closing, typically by the buyer.
- Insurance portfolio renewals
  - Teresa Frost gave a description of the insurance policies that are currently in place for the POA; they are coverages similar to HOAs.
  - Teresa Frost let the board know that work performed in common areas by board members and volunteers is covered by the General Liability policy.
- Legal counsel
  - Jerry Campbell made a motion to form a committee to examine our present legal counsel. Chris Winkley seconded the motion, and the motion was approved: 13 in favor, 0 opposed; 0 abstain.
  - The committee members will be Geoff Harvey and Mary Kay Edwards, and Geoff Harvey will be the Chairperson.
  - The committee will look into current issues, determine legal needs, and make recommendations two weeks prior to the June board meeting.
  - Dave Ottley commented that there is a Canyon Lakes homeowner that has offered to review our documents.
- CLPOA Facebook Page: Geoff Harvey made a motion to create a Facebook page that is specifically devoted to CLPOA Board activities and actions. Teresa Frost seconded, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
  - Geoff Harvey will send a link to the “draft” Facebook page for the board members to review.
  - April Stone asked if we have options for homeowners not on social media. Jerry Campbell explained that the Facebook page is one piece of the communications arsenal.
- Geoff Harvey made a motion to investigate live streaming of the Board’s monthly meetings. Teresa Frost seconded, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
  - April Stone volunteered to participate in the investigation.
  - Geoff Harvey would like to ensure we have the quality of equipment necessary to ensure good audio.
- Jerry Campbell made a motion to move the board meeting start time to 6:00 p.m. After discussion, he made a motion to amend the motion for 6:00 p.m. to 6:30 p.m., Chris Winkley seconded, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
- Mary Kay Edwards made a motion to seal up the pedestrian walkway between 27<sup>th</sup> and CLD. Amber Moore seconded the motion.
  - Teresa Frost asked where the project would fit in the Long-Range plan: Mary Kay Edwards stated within two years.
  - April Stone asked if the fence blocks removed by KID could be reused. Jerry Campbell stated that labor costs will exceed material costs when reusing material.
- Mary Kay Edwards made a motion to amend the motion to seal up the pedestrian walkway to research the cost of sealing up the walkway between 27<sup>th</sup> and CLD, and the motion was approved: 12 in favor, 0 opposed; 1 abstain.
- Mary Kay made a motion to move the mailbox from Canyon Lakes Drive at Olson Street onto Olson Street, Amber Moore seconded the motion, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
  - Dave Ottley recommended that a study be done because the post office is reluctant to move the mailboxes. Mary Kay Edwards has already spoken with the new postmaster for approval to move it.
  - Emma Mercado recommended that it not be placed on the hill for the safety of the mail delivery person and the homeowners picking up mail.

- Reid Klei is getting bids for a volunteer recognition monument at Volunteer Park by the May 9, 2023, board meeting.
- Proposal/bid for speed humps: Mary Kay Edwards moved to approve the use of speed humps as traffic devices on the north and south portions of Canyon Lakes Drive, Amber Moore seconded the motion, and the motion was approved: 11 in favor, 2 opposed, 0 abstain.
  - April Stone brought up that a lot of traffic is passing through from Hildebrand to 36<sup>th</sup>, and there is a large amount of pedestrian traffic east of Ledbetter near the City park.
  - Jerry Campbell stated that the placement of the speed humps will have a committee to finalize the placement.
  - Teresa Frost made the observation that the bids state additional charges may be incurred regarding the placement.
  - Emma Mercado asked if the map was obtained from the prior traffic committee members, and Mary Kay Edwards stated that the Ad Hoc Traffic had that map.
- Jerry Campbell moved to move the welcoming committee to the May 2023 agenda, the motion was seconded by Chris Winkley, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.
  - Mary Kay Edwards is suggesting that a committee is formed with volunteers and meet with new homeowners to go over R&Gs.
  - Dave Ottley said he has a family member that was a member of Shadow Run board, and gift baskets items were donated by businesses.

Jerry Campbell made a motion to adjourn the meeting at 9:50 p.m., the motion was seconded by Chris Winkley, and the motion was approved: 13 in favor; 0 opposed; 0 abstain.

### **Action Items:**

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

#### **March 14, 2023**

- 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 – [Tamme met with Justine Koehle from the Walker Heye firm on 2/16/23. Justine was to get with Craig on the status of the master documents in review.](#)
- Tamme is awaiting a response from Craig Walker on the plywood fencing issue at 1212 Canyon Lakes Drive; a response was requested by 11/15/2022, a second request on 11/11/2022, and a third request on 1/4/2023 with no response. [Justine Koehle from Craig Walkers' office confirmed on 2/16/2023, that this issue is a conflict of interest for the Walker Heye law firm. Tamme met with Charlie Bowers of Rettig, Forgette, Iller, and Bowers, on 3/10/2023, and the firm is checking if there is a conflict of interest.](#)
- Tamme is to contact the City of Kennewick by March 15, 2023, to find out if Kennewick is doing an annual traffic meeting in June. [Tamme contacted the City of Kennewick on 3/6/2023. Meetings are quarterly. The next meeting is in June, and no date has been set yet.](#)

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- Tamme is to contact the City of Kennewick by May 15, 2023, to find out if Kennewick is doing an annual traffic meeting in June. Meetings are quarterly. The next meeting is to be in June; no date has been set yet.
- Reid Klei is getting bids for a volunteer recognition monument at Volunteer Park by the May 9, 2023, board meeting.
- Tamme Ward to add the welcoming committee to the May 2023 board meeting agenda.
- Committee to review legal needs to provide recommendations to the Board by May 31, 2023.
- Geoff Harvey will send a link to the "draft" Facebook page for the board members to review by April 16, 2023.
- Geoff Harvey and April Stone will investigate live streaming of the Board's monthly meetings with a commendation update to the Board by May 9, 2023.
- Mary Kay Edwards will research cost of sealing up 27<sup>th</sup> and CLD walkway and add the project to the long-range planning by May 9, 2023.