



Canyon Lakes Property Owners Association
Board Meeting
May 9, 2023

The meeting was called to order at 6:32 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, Alicia Mercado, Emma Mercado, Amber Moore, Dave Ottley, Karla Palmer, April Stone, Jim Stottlemyre, and Tamme Ward

Not in attendance: Chris Winkley

Guests: The following guests were in attendance at the meeting: Anita Dale, Dale Hubersberger, Jim Brittain, Dave Vetrone, Dominique Vetrone, Craig Liebler, Marilyn Stottlemyre, Bill Edwards, Jarrod Bailey, and Curt Coulter.

Meeting:

Jerry discussed the format of the meeting: motions will be made for new business, information by the person motioning will be provided after the motion is seconded, and then a discussion will ensue moving from the left to each person. Each speaker gets 2 minutes. Speakers may ask the President for the floor. If needed, an amendment will occur after the first round of discussions.

Jim Stottlemyre asked to amend the agenda to include Asmus's properties and the common areas at South Volland Court. Jerry Campbell asked to amend the agenda to include Tract B transfer to Kennewick Irrigation District and form a committee to vet potential board members. Jerry Campbell made a motion to amend the agenda, Jim Stottlemyre seconded the motion, and the motion carried.

Minutes from the general monthly meeting held on April 11, 2023, were reviewed. Mary Kay Edwards made a motion to approve the minutes from the last meeting (April 11, 2023), Amber Moore seconded the motion, and the minutes were approved: 12 in favor, 0 opposed, and 0 abstain.

Financial statements for April 2023 were reviewed. Teresa Frost moved that we approve the financial statements that were presented in the Board package. The motion was seconded by Emma Mercado, and the motion was approved: 12 in favor, 0 opposed, 0 abstain.

Treasurer Report – Teresa Frost is going to present a workshop on financial data and is sending a meeting poll to set up some times when interested board members may attend.

President Report – Jerry Campbell

Secretary Report – Emma Mercado

ARC Report – Dave Ottley

Communications Report – Geoff Harvey

CCR Report – Emma Mercado

Landscape Report – Jim Stottlemeyre – We removed the large dead tree near hole #7 and will not be replacing it. The start-up of the irrigation system, although old, has only cost about \$1,000. Vandals came through the neighborhood and damaged the lights at the 40th Avenue and Loden Greens monuments, including setting a fire at the Loden Greens monument. Amber commented about the egging of homes that occurred that same weekend. Kennewick Police Department (KPD) requires homeowners that experience malicious activity to individually report it to KPD.

Long Range Plan Report – Mary Kay Edwards

Manager Report – Tamme Ward

New Business:

- Form a committee to interview potential board members
 - Jerry Campbell made a motion to form a committee to vet potential board members. Amber Moore seconded the motion, and the motion was approved: 12 in favor, 0 opposed; 0 abstain.
 - Jerry Campbell would like to have at least two people on the committee.
 - Emma Mercado asked if there would be a document created that would have information about being a board member that the committee members could provide to candidates, and Jerry Campbell responded that a set of interview questions has been started.
 - Teresa Frost recommended that we may want to identify what skills are needed long-term to be added to the Board before we recruit additional board members. Then the committee would make the recommendations to the Board for approval.
 - Emma Mercado recommended that a candidate be nominated at a board meeting.
 - Jerry Campbell stated that the committee will come up with procedures to nominate and vet candidates.
- Conflict of Interest form
 - Teresa Frost moved that the Board adopt a conflict of interest disclosure policy. Dave Ottley seconded the motion, and the motion was approved: 12 in favor, 0 opposed; 0 abstain.
 - Teresa Frost discussed that the Revised Code of Washington (RCW) addresses board responsibilities but not a conflict of interest.
 - Forms were handed out at the meeting. Board members were asked to complete and submit to Tamme.
- Reserve study proposal
 - Teresa Frost moved that CLPOA authorize a reserve study to be performed in accordance with the RCW 64.38.065 Section 02. Jim seconded the motion, and the motion was approved: 12 in favor, 0 opposed; 0 abstain.
 - The RCW requires a reserve study if you have asset replacement values that are 75% of your gross budget. Karla Palmer asked if we have a reserve amount and if any thought went into

- the amount in the reserve. Teresa Frost responded that we have a reserve account, but she was not sure how the amount was determined in prior years.
- The study will be performed this summer and prior to fixing the 2024 budget.
- Legal counsel report
 - Geoff Harvey moved that a letter be issued by the Board President to the Walker Heye legal firm next week requesting the following be addressed:
 - Temporary suspension of outstanding work.
 - An update by May 24, 2023, on the activity of all outstanding Board issues.
 - A firm projected completion date for each issue listed (a progress report will be made at the June Board meeting).

April Stone seconded the motion and the motion was approved: 12 in favor, 0 opposed; 0 abstain.
 - Live streaming update
 - Geoff Harvey moved that the Communications Committee further investigate costs involved in providing a system required to live-stream Board meetings and to evaluate and determine the best alternative meeting location for future board meetings that is suitable for live-streaming (a progress report will be made at the June Board meeting). Teresa Frost seconded the motion, and the motion was approved: 11 in favor, 1 opposed; 0 abstain.
 - Karla Palmer asked if people are willing to go to another location for Board meetings. Geoff Harvey explained that the current meeting location (the Villas meeting room) does not offer internet access required for live streaming. That connection will allow homeowners computer/remote access to board meetings, thus helping provide the transparency the Board is seeking 2023 Long-Range Plan
 - Mary Kay Edwards made the motion to approve the April 24, 2023, Long-Range Plan as is. There was an extended discussion as to the process for items being included on the Long Range Plan. It was determined that the document was a “living” document and would be updated periodically during the year. Amber Moore seconded the motion, and the motion was approved: 10 in favor, 1 opposed; 0 abstain.
 - Following the meeting Mary Kay provided a “corrected” version of the Plan that removed a duplicate line item.
 - CCR subcontractors
 - Emma Mercado made a motion to assign April Stone and Alicia Mercado as CCR subcontractors. Amber Moore seconded the motion, and the motion was approved: 8 in favor, 0 opposed; 4 abstained.
 - Track B transfer to KID
 - Jerry motioned to dedicate Tract B of Canyon Lakes No. 17 Phase 4 to the Kennewick Irrigation District (KID). Dave Ottley seconded the motion, and the motion was approved: 11 in favor, 0 opposed, 0 abstain.
 - Jerry explained that KID is proceeding with a project to line the canal and install a road on both sides of the canal. If the CLPOA transfers the property to KID then KID takes on the responsibility of maintaining the property.
 - Asmus’s properties
 - Jim Stottlemeyer motioned for the Board to form a committee to evaluate options for multiple common areas (e.g., walkways and water storage buffer areas) in the vicinity of 46th, 47th, and 48th Avenues that are maintained by CLPOA but not owned by CLPOA. Dave Ottley seconded the motion, and the motion was approved: 11 in favor, 0 opposed; 0 abstain.

- Emma Mercado asked and Jim Stottlemyre confirmed that there are some stairways in those areas as well.
- Dave Ottley explained that we get assessments from neighboring homes then we should maintain those areas. Those small areas were missed during some other property transfers from the builder to CLPOA. Jim wants to explore our liability.
- Karla Palmer volunteered to spearhead this committee.
- South Volland Court – Common Areas
 - Jim Stottlemyre motioned to form a committee to explore the options of deeding the common area at Volland Court to an adjacent property owner. Teresa Frost seconded the motion, and the motion was approved: 11 in favor, 0 opposed; 0 abstain.
 - Karla Palmer and Dave Ottley were appointed to the committee.
 - Exploration may include contacting adjacent homeowners to determine if there is interest in the property.
- 32nd Avenue and Canyon Lakes Drive street light request
A homeowner wants a streetlight installed at 32nd and Canyon Lakes Drive. Streetlights on public roadways need to be installed by the City. Dave Ottley will contact the homeowner.

The meeting was adjourned at 9:23 p.m.

Action Items:

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

April 11, 2023

- Board on 47th 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 sent email to Justine/Craig Walker to get status update.](#)
- 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 this does not have a conflict of interest in this matter](#)
- 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. [The estimated amount to place a monument at Volunteer Park has been added to the Long-Range Plan.](#)
- 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 the cost of sealing up 27th and CLD walkway and add the project to the long-range planning by May 9, 2023. [The project to seal the walkway between 27th Avenue and CLD has been added to the Long-Range Plan.](#)

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- Geoff Harvey and April Stone will investigate live streaming of the Board's monthly meetings with an update to the Board by June board meeting.
- At the June board meeting, Geoff Harvey and May Kay Edwards will provide an update on the response of the Walker Heye legal office to the status update correspondence.
- Members of the committee to vet board members will be appointed at the June Board meeting.
- Teresa Frost will schedule a reserve study to be performed by September 30, 2023.