



**Canyon Lakes Property Owners Association**  
**Board Meeting**  
**June 13, 2023**

The meeting was called to order at 6:30 P.M. by Jerry Campbell at the Villas clubhouse.

Jerry Campbell asked for any addendums to the meeting agenda: no changes to the agenda were identified at the start of the meeting.

Emma Mercado took roll call.

Attendance: Jerry Campbell, Mary Kay Edwards (electronic), Teresa Frost, Geoff Harvey, Reid Klei, Alicia Mercado, Emma Mercado, Amber Moore, Dave Ottley, Karla Palmer, April Stone, Jim Stottlemyre, Chris Winkley, and Tamme Ward.

Not in attendance:

**Guests:** The following guests attended the meeting: Jerry Martin and Rick and Janet Burr.

Jerry Martin provided some history of the relationship between the CLPOA and Ron Asmus regarding The Heights, Phases 5-8. Maintaining the walkways on 46<sup>th</sup>, 47<sup>th</sup>, and 48<sup>th</sup> was discussed.

The Burrs requested an update on sealing off the walkway between 27<sup>th</sup> and Canyon Lakes Drive. They are experiencing more thefts and seeing more transients. The Board let them know that it was on the Long-Range Plan, but that no commitments were made as to timing or funding

**Meeting:**

Minutes from the general monthly meeting held on May 9, 2023, were reviewed. Emma Mercado made a motion to approve the minutes from the last meeting, Dave Ottley seconded the motion, and the minutes were approved: 11 in favor, 0 opposed, 1 abstained (as he didn't attend the meeting), and one board member arrived at the meeting after this vote.

Financial statements for May 2023 were reviewed. Teresa Frost moved that we approve the financial statements that were presented in the Board package. The motion was seconded by Geoff Harvey, and the motion was approved: 12 in favor, 0 opposed, 0 abstain (one board member arrived at the meeting after this vote).

**Treasurer Report** – Teresa Frost distributed a draft Treasurer's Summary report for comment. Jerry Campbell asked Teresa Frost if a financial information session for Board members was held. Teresa Frost responded that one has occurred and that another will be held. Jerry Campbell asked if the budget would permit doubling the manager's salary for a short period of time, and Teresa Frost said she would investigate. Dave Ottley asked if the reserve study was scheduled, and Teresa Frost responded that it was scheduled for July.

**President Report** – Jerry Campbell

**Secretary Report** – Emma Mercado

**ARC Report** – Dave Ottley

**Communications Report** – Geoff Harvey

**CCR Report** – Emma Mercado

**Landscape Report** – Jim Stottlemyre – Jerry Campbell commented that Jim Stottlemyre and Karla Palmer have done a stellar job resolving a lot of problems this month, especially the 36<sup>th</sup> and Ely irrigation issue.

36<sup>th</sup> and Ely Irrigation Issue – A former homeowner cut off the KID pipe, cutting off water supply to portions of CLPOA and The Village at Canyon Lakes, and some private homes' water supplies. Karla Palmer explained that a hose has been hooked onto the fire hydrant at 37<sup>th</sup> Avenue to supply water to the 36<sup>th</sup> Avenue and Ely Street monument grounds. The City installed a water meter for this purpose. Dave Ottley confirmed that the water supply is for only CLPOA and not any other organizations effective by irrigation problems. Geoff Harvey observed water running at 36<sup>th</sup> Avenue and Ely Street because a homeowner was concerned that the watering extended onto the street.

Jerry Campbell let Jim Stottlemyre know that a Villas' resident expressed concern about the landscaping maintenance being performed: the resident will record his expectations and send them to the CLPOA Board. Jim Stottlemyre asked Geoff Harvey to communicate to the residents that the landscaping maintenance is on a fixed schedule and unplanned small maintenance items will likely wait for the maintenance schedule to resolve.

Karla Palmer asked Jerry Campbell if the Board will be discussing the project to supply irrigation water to The Village at Canyon Lakes. Jerry let the Board know that The Village at Canyon Lakes is working with a private person to get an easement to run an irrigation pipe with engineering, the City of Kennewick, and the Kennewick Irrigation District approval required.

Jim Stottlemyre commented that there are a few old outstanding issues that need to be addressed and resolved. Jerry Campbell pointed out that some older issues have been recently resolved.

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

**Manager Report** – Tamme Ward

**New Business:**

Manager candidate

Geoff Harvey moved the Board to accept the recommendation of Devin Lundstrom to fill the soon-to-be vacant Office Manager position. Ms. Lundstrom was recently interviewed and vetted by the Board's search committee. She is a 14-year resident of Canyon Lakes and possesses the skills and knowledge required for the position. The official date for turnover shall be completed on or before July 31, 2023. The motion was seconded by Chris Winkley, and the motion was approved: 8 In favor, 0 opposed, and 5 abstained.

Discussion:

Tamme Ward has resigned the Manager position, and the Board needs a replacement to fill the position. Advertisements of the opening were posted on the community Facebook page and ZipRecruiter. Five resumes of potentially qualified candidates were received. Two Canyon Lakes residents were interviewed by a panel on Sunday, June 6, 2023. It was a tough choice between the two; Devin Lundstrom was selected of the two. Jim Stottlemire asked if any existing systemic problems will be addressed. Tamme Ward responded that the issue could be discussed during strategic planning. Emma Mercado expressed concern that more officers should have been part of the Board's employee search committee. Emma commented that the prior manager was selected by the officers of the Board. Teresa Frost commented that the Board is larger than the previous board that hired the prior manager and a search committee would be appropriate. Teresa Frost also recommended that an executive board meeting would be more appropriate for discussions and issues regarding employees. Amber Moore asked if we could follow up with her references.

Appoint committee members to vet potential new board members

Jerry Campbell amended the motion to change the purpose of this committee from just vetting new board members to actively recruiting board members. Chris Winkley seconded the motion, and the motion was approved: 11 in favor, 0 opposed, 2 abstained.

Discussion:

The vetting committee will work with the Communication Committee. The vetting committee will create and retain a list of potential board members. Reid Klei asked which committees have current open spots: Jerry Campbell stated the Communications and possibly Long-range Planning or Landscaping. Reid Klei volunteered to chair the vetting committee. Jerry Campbell asked for an occasional report from the committee on the progress of recruiting. Reid Klei and Geoff Harvey were appointed to the vetting committee.

Change of meeting venue

Geoff Harvey moved that the Board accept a change of venue and begin holding its monthly meeting at the Mid-Columbia Library on South Union in Kennewick. The date of the transition to the new location can be determined later at the convenience of the Board. A 30- to 60-day advance notice will be necessary to reserve the meeting room. Chris Winkley seconded the motion, and the motion was approved: 11 in favor, 2 opposed, and 0 abstained.

Discussion:

Amber Moore expressed concern that moving the meetings to the library makes it more difficult for homeowners to attend. Geoff Harvey responded that we could increase attendance by live-streaming the board meeting. Homeowners would not need to be physically present at the board meetings to attend. The library costs and internet options make it a good location. Teresa Frost expressed concern about the unbudgeted equipment expense. Alice Mercado asked if the Association would have access after 9 p.m. Geoff Harvey stated that there is an external exit from the meeting room. Emma Mercado asked if it would be feasible to ask the Villas to install Wi-Fi or if the CLPOA could pay for internet for the clubhouse. The cost of internet would be an additional and continuous monthly expense. Reid Klei expressed support for a larger free meeting room. Chris Winkley liked the

idea of moving to another room with better acoustics. Jerry Campbell would like meetings at the Library to start in October 2023.

#### Live streaming equipment purchase

Geoff Harvey moved that the Board allocate \$1,200 toward the purchase of audio/video equipment necessary to begin providing remote internet access to audiences interested in viewing the live-streaming broadcasts of CLPOA monthly meetings.

Geoff amended the motion that the Board allocate funds not to exceed \$1,500 toward the purchase of audio/video equipment necessary to begin providing remote internet access to audiences interested in viewing the live-streaming broadcasts of CLPOA monthly meetings. The purchase date is to be determined by the Board. Chris Winkley seconded the motion, and the motion was approved: 11 in favor, 2 opposed, and 0 abstained.

#### Discussion

Ben Jacobs, a Canyon Lakes resident, has been a great help with providing the information about obtaining and running the hardware needed to live stream board meetings. The equipment would be wireless to a mixer attached to a computer. A camera used would be wide-shot, and a few wireless microphones would also be used. Several board members expressed concern about spending an unbudgeted amount for the equipment this year. Reid Klei asked who would operate the equipment, and Geoff Harvey explained the equipment would be set up to not require constant monitoring during a meeting.

#### Legal/attorney update

Geoff Harvey motioned that the Board retain the services of attorney Craig Walker and his team (Walker Heye PLLC) to manage five activities on the CLPOA Outstanding Legal Issues log. Those include Issues Nos. 1, 6, 8, 11, and issues involving overdue assessments. The remaining issues will be removed from legal oversight and will be managed and dealt with in-house. April Stone seconded the motion, and the motion was approved: 9 in favor, 4 opposed, & 0 abstained.

#### Discussion:

Chris Winkley asked about the efforts to obtain additional legal counsel. Some of the issues need to have the notifications stated in the rules. Teresa Frost and Dave Ottley recommend that #4 remains with the lawyer. Dave Ottley recommends that #1 gets removed from the legal issues.

Strategic planning criteria discussion - Teresa Frost asked that this be postponed to the next board meeting due to the length of the meeting.

The meeting was adjourned at 8:55 p.m.

#### **Action Items:**

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

### May 9, 2023

- Board on 47<sup>th</sup> Court – Craig Walker to contact Ron Asmus's lawyer. On May 11, 2023, Jerry Campbell sent a letter to Craig Walker requesting a status update. Craig Walker responded on May 22, 2023, with an update: Ron Asmus has been nonresponsive.
- 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 an email on May 1, 2023, to Justine/Craig Walker to get status update. On May 11, 2023, Jerry Campbell sent a letter to Craig Walker requesting a status update. Craig Walker finalized the CCRs document and sent it via email to CLPOA on May 22, 2023.
- 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. Tamme Ward confirmed that there will be no June 2023 Traffic Meeting.
- 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.

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- Teresa Frost will schedule a reserve study to be performed by September 30, 2023. Scheduled for July 7, 2023.
- Tamme to send a list of questions for potential board members to Reid by 6/15/2023.