



Canyon Lakes Property Owners Association
Board Meeting
November 13, 2023

The meeting was called to order at 6:34 P.M. by Jerry Campbell at the Mid-Columbia Library.

Jerry Campbell asked for any addendums to the meeting agenda.

Jerry Campbell took roll call.

Attendance: Jerry Campbell, Chris Winkley, Teresa Frost, Emma Mercado, Mary Kay Edwards, Geoff Harvey, Alicia Mercado, April Stone, Reid Klei, Amber Moore, Reid Klei, Devin Lundstrom, Paul Roberts, Jim Stottlemeyer.

Not in attendance: Dave Ottley, Karla Palmer

Guests: Jeff Instness, Ben Slominski, Jeff Gale, Jeff Jensen, Maureen & Tim Dahl, Kevin & Rochelle Dahl, Glen Gaboury, Dominique Vetrano, David Vetrano, Anita Dale, Dale Hubersberger, Phil Taylor, Jack Lynch, Scott Snyder, Neal Lumper, Tim Klees.

Presidents Report: A report was given, but no discussion. Jerry Campbell asked that the minutes from the October meeting be approved. Geoff Harvey asked that the duplicate sentence in the communication report be removed. All agreed. Jerry Campbell made a motion to approve the October meeting minutes with the Geoff Harvey edit. Teresa Frost seconded the motion, (12) in favor, (0) opposed, (0) abstained.

Treasurer Report: Teresa Frost stated the Reserve Study was complete. She has now been reviewing the property coverage with the insurance broker. Jerry Campbell asked if there was any land owned by the Board and Teresa Frost confirmed that there was.

Secretary Report: No report was submitted.

ARC: A report was submitted. Jerry Campbell asked Chris Winkley if the ARC spreadsheet was up to date, and Chris Winkley confirmed that it was. Jerry Campbell asked if the ARC report each month could include commentary on what had been addressed each month in addition to the spreadsheet. Chris Winkley stated he would be delighted to do so. Chris Winkley stated there are currently a variety of issues and it would be good to capture them.

Communications Report: Geoff Harvey stated we did purchase the OWL equipment and he has tried it at home. He plans to bring it to the library to set up and test. The plan is to have it up and be using it by the December meeting. Chris Winkley asked where it would be located. Geoff Harvey stated it would be set in the middle of the room on a table to capture the Board members and the audience.

CCR Report: No report was submitted.

Landscaping Report: A report was submitted and there was no discussion.

Long Range Planning Report: A report was submitted. Mary Kay Edwards gave an update on the 27th Ave sidewalk/wall closure. According to the City of Kennewick, we are not allowed to permanently close off the wall opening with brick, due to a main water line residing along the walkway easement. We are looking into closing it off with a gate that would have a lock and key. We would give a copy of the key to the city so they could have access to the gate when needed.

The brick retaining wall at Volunteer Park has more extensive damage than what was thought. After the masonry contractor looked it over there were several loose bricks on the top layer. There are also numerous marks on the brick where someone has thrown rocks or a large object to try to break the bricks. We will be getting bids for the repairs to the wall.

The mailboxes currently located on Canyon Lakes Drive are being moved across the street to South Olson Place and will be placed next to the two existing mailboxes. This is being done for safety reasons.

Mary Kay Edwards mentioned that she, Geoff Harvey, and Jerry Campbell all met with Todd Sprong last week and he will be a new volunteer to the Board. He has agreed to take on the closing of the walkway and the masonry repair projects. Geoff Harvey stated that some of the Board members had met with two other candidates, Rick Burr and Vickiy VanBeek. The LRP committee is getting some good volunteers.

Manager Report: A report was submitted. Devin Lundstrom stated that she has implemented MailChimp to be used to communicate with our homeowners via email. We have about three hundred homeowners that have signed up for electronic consent. Once all of the emails are entered, we should be able to start using MailChimp soon.

New Business: Jerry Campbell introduced Jack Lynch to speak tonight. He explained that Jack Lynch had requested the Board members' emails and home addresses. He asked that Jack Lynch explain his request to the Board and why. Jack Lynch mentioned he had previously requested to the Board, that he would like per RCW 64.38.045(4)(f) "a list of the names and addresses of its current board members and officers. Teresa Frost asked her to confirm that we are only sending him the names and addresses. Jack Lynch wants to be able to get ahold of someone on the Board specifically rather than send them to the CLPOA.

Jim Stottlemeyer raised a concern, he gave an example of a homeowner knocking on his door with landscaping complaints and he got tired of it. There needs to be some privacy for the Board.

Jack Lynch also mentioned that we were required to do an annual audit per RCW 64.38.045(2) "At least annually, the association shall prepare, or cause to be prepared, a financial statement of the association. The financial statements of associations with annual assessments of \$50,000 or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if 67 percent of the votes cast by owners, in person or by proxy, at a meeting of the association at which a quorum is present, vote each year to waive the audit.

Teresa Frost has mentioned this at previous meetings and included it in her Treasurer's and Compliance Report dated October 6, 2023. Teresa Frost informed Geoff Harvey that in July we would need to include this item on the ballot at the Annual Meetings.

Jack Lynch also spoke about the WA ST Department of Revenue rules regarding sales and use tax on the speed humps. He provided a four-page document to our Treasurer, Teresa Frost. Teresa Frost will investigate the applicability of sales and or use tax to the Speedhumps contract and construction, and report back to the Board. Teresa Frost will be sending this to our Accountants to see if they can provide an answer. The document will be attached to the minutes once approved by the Board.

Jerry Campbell announced that we have open Board positions, and we will be voting for interim positions tonight.

Jerry Campbell made a motion to nominate Mary Kay Edwards to the interim Secretary position, and Geoff Harvey seconded the motion. (12) in favor, (0) abstained, (0) opposed.

Geoff Harvey made a motion to nominate Amber Moore for the interim 1st VP position, Amber Moore declined, motion was struck.

Geoff Harvey made a motion to nominate Reid Klei for the interim 1st VP position, and Chris Winkley seconded the motion. (12) in favor, (0) abstained, (0) opposed.

Jerry Campbell made a motion to nominate Emma Mercado for the interim 2nd VP position, Geoff Harvey seconded the motion, (12) in favor, (0) abstained, (0) opposed.

Jerry Campbell addressed the Board and let them know that he, Devin Lundstrom, Geoff Harvey, and Mary Kay Edwards met with Celski and Associates and were considering using them to help facilitate the Annual Board Meeting.

David Ottley has resigned from his position on the Board, effective November 20, 2023. Dave has sold his home and will be moving soon. He will be missed.

Teresa Frost will be leaving us in February of 2024. Teresa Frost stated her phone number **cannot** be shared. She told the Board she will be out of town a lot over the next few months but can be reached via email. Jerry Campbell said Teresa Frost will be greatly missed as she has brought a wealth of knowledge to the Board and her expertise has been invaluable.

As a follow-up to an Executive Session held in June, Jerry Campbell made a motion to deny the request by the Villas at Canyon Lakes seeking funds from the CLPOA for repairs of the Villas at Canyon Lakes Private Ways and culvert pipes. Chris Winkley made a motion to approve the letter as amended to be sent to The Villas, April Stone seconded the motion, (12) in favor, (0) abstained, (0) opposed.

Emma Mercado asked a question about the property/land off of Williams Street and who owned it. Jerry Campbell suggested that she and Reid Klei get together to discuss.

Teresa Frost made a motion to approve the 2024 budget with the \$35 increase, less than ten percent, with \$21.46 going to the annual reserve contribution as per the RCW. Chris Winkley seconded the motion, (12) in favor, (0) abstained, (0) opposed.

7:46 pm The open forum (question and answer) segment commenced. (This was recorded and a hyperlink will be posted on the website <https://canyonlakespoa.org//>)

Scott Snyder, CLPOA Homeowner, requested that the Board include as an attachment to the CLPOA Board Meeting Minutes his letter to the Board, dated November 13, 2023. Scott states in his letter that he is “not an attorney,” and that the “opinions in this letter are my own.” Jerry Campbell advised Scott Snyder that we would like to discuss his letter with our legal council before further action is taken.

Action Items : *Note: Action Item's due dates are the end of the day unless otherwise stated.*

The Board continues to review revised master documents – Craig Walker to review – Devin Lundstrom and Teresa Frost met with Craig Walker from the Walker Heye firm on 8/31/2023. Teresa Frost met with Craig Walker again on 10/5/2023 to finalize the revisions.

The meeting adjourned at 8:13 pm.