



**Canyon Lakes Property Owners Association**  
**Board Meeting**  
January 9, 2024

The meeting was called to order at 6:32 P.M. by Jerry Campbell at the Mid-Columbia Library. Jerry Campbell made a motion to approve the agenda. Emma Mercado seconded the motion. (7) approved, (0) opposed, (0) abstained.

Jerry Campbell took roll call. Mary Kay confirmed the quorum.

Jerry Campbell made a motion to approve the December meeting minutes. Chris Winkley seconded the motion. (7) approved, (0) opposed, (0) abstained.

Jerry Campbell made a motion to approve the Treasurer's Summary report, and Chris Winkley seconded the motion. (7) approved, (0) opposed, (0) abstained.

**Attendance:** Jerry Campbell, Chris Winkley, Emma Mercado, Mary Kay Edwards, Alicia Mercado, Amber Moore, Devin Lundstrom, Reid Klei.

**Not in attendance:** Teresa Frost, April Stone

**Guests:** Rick Burr, Bill Edwards, Todd Sprong, Geoff Harvey, Paul Roberts, Jack Lynch, Chris Laurion, Scott Snyder, Anne Eerkes

**Presidents Report:** No report was submitted.

**Treasurer Report:** No report was submitted.

**Secretary Report:** A report was submitted and there was no discussion.

**ARC:** A report was submitted and there was no discussion.

**Communications Report:** A report was submitted and there was no discussion.

**CCR Report:** A report was submitted and there was no discussion.

**Landscaping Report:** No report was submitted.

**Long Range Planning Report:** A report was submitted. Mary Kay Edwards stated that Todd Sprong is here as a visitor and has taken on the project of the gate replacement, he has met with a couple of fence companies. The bids came in up to \$4,500. He met with Jose from Frontier Fence, who has a bid of \$2,250.53 that will be given to the Board. The lock is built into the gate, and Kennewick PD is familiar with this type of lock and gate security. There is a sprinkler that may need to be moved and Frontier Fence will talk to Heritage Landscaping before installation. Frontier Fence is a reputable company, licensed and bonded. Mary Kay Edwards made a motion to approve the bid from Frontier Fence, and Chris Winkley seconded the motion. Emma Mercado asked if the gate was high enough that someone could climb over it. Mary Kay stated it had spikes on top and would prevent most people from trying to climb over the top. Reid Klei asked what budget it was coming out of. Mary Kay replied with the long-range planning budget. (7) approved, (0) opposed, (0) abstained.

Mary Kay Edwards brought up the masonry wall. Todd Sprong stated he did speak to one contractor who stated the job was too small for them and they were not interested. The other contractor has not returned his call. The damage to the brick wall is more extensive than was thought. The mortar is cracked on the top two brick layers and the rebar is showing. There are over 100 loose cracks. This is only in the area near Ely. That is the oldest part of the wall.

Todd Sprong mentioned he only had one bid turned in, it is hard to get a contractor to call you back, this is a local guy who used to work for Padilla, he has great references, is licensed, and is bonded. Todd Sprong stated he would continue to get bids. He will put a different rebar inside than what is in there now. Todd Sprong said there are cameras on the gazebo, and he will find out who has access to those. Todd Sprong will contact Jose at Frontier Fence.

**Manager Report:** A report was submitted and there was no discussion.

**New Business:** Jerry Campbell handed out material to the visitors and the Board. "How an HOA Governs". Jerry wanted to explain to the visitors how the Board is run and governed. There were questions on what rules the Board follows and he felt this would answer a lot of questions.

Jerry Campbell stated he would like to discuss the nomination of two Board members. Back in January 2023, it was brought to our attention that we had two directors voted to the Board, more than the approved number of directors per our Bylaws (Article IV Section 2 and Section 9). To correct that error, Jerry Campbell would like the Board to vote for Paul Roberts and Karla Palmer. We have two proven people who have volunteered for the last 4 to 6 months and are on committees. Jerry Campbell made a motion to vote Paul Roberts to the Board. Emma Mercado seconded the motion. (7) approved, (0) opposed, (0) abstained. Jerry Campbell made a motion to bring Karla Palmer onto the Board, and Chris Winkley seconded the motion. (7) approved, (0) opposed, (0) abstained. Karla Palmer submitted a letter as she is not here, stating her acceptance. Amber Moore stated she volunteered with neighborhood watch for 4 to 5 months before showing interest in joining the Board.

**Open Forum:** Jack Lynch requested a copy of homeowners' addresses and phone numbers. He states according to RCW he has a right to that information. Jerry asked that he provide a copy of the RCW and his request in writing. Scott Snyder stated he would also like a copy. Devin Lundstrom stated she was not comfortable releasing homeowner information until checking with the attorney. Amber Moore told Jack Lynch that information is available online at the Benton County accessors office.

**Executive Session:** The meeting was called to order at 7:26 p.m. The meeting was adjourned at 7:53 p.m.

**Open Forum:** 7:57 p.m.

Mary Kay Edwards made a motion to increase the number of positions on the Board from 11 to 15 and add this to the bylaws, and Amber Moore seconded the motion. (7) approved, (0) abstained, (0) opposed.

Jerry Campbell wanted to let the Board know that we are not able to save positions on the Board. Chris Winkley asked if we can stipulate that one of the community members volunteering to serve on the board could be required to be qualified to be our treasurer. The advice of the legal counsel states no, we could make a provision to amend our bylaws for an interim treasurer. Mary Kay Edwards said we have changed the Treasurer position description requirements and are looking for someone with some bookkeeping experience, not a CPA requirement. Jerry Campbell stated according to the attorney, the Board can vote for an interim treasurer position.

Jerry explained to Reid Klei and Emma Mercado that, as 1<sup>st</sup> and 2<sup>nd</sup> VPs, one of them will need to lead the board meeting following the Annual meeting.

Homeowner Rick Burr stated he thought it was required to have the four officers on the Board.

**The meeting adjourned at 8:08 p.m.**

Following the Board meeting, a special meeting was called to order by Jerry Campbell, in attendance were Jerry Campbell, Emma Mercado, Alicia Mercado, Devin Lundstrom, Reid Klei, Mary Kay Edwards, and Amber Moore. Jerry Campbell made a motion to approve the revised 2024 budget. (7) approved, (0) opposed, (0) abstained. (Proxy vote made for Karla Palmer, by Jerry Campbell)

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

Devin Lundstrom will continue working with Christensen & King on the budget contract for 2024. There is a meeting set with them in January 2024 to further discuss how they can help facilitate some of the Treasurer's duties until the Board can vote for a new Treasurer. *Devin Lundstrom and Mary Kay Edwards met Christensen King and Associates to discuss how they could help with some of the financial responsibilities such as taxes and bank reconciliation.*

Devin Lundstrom will continue working with Celski & Associates to plan for the 2024 Annual Meeting. The homeowner packets are planned to be mailed on January 8, 2024, along with the 2024 invoices. *The homeowner packets were mailed out to homeowners on January 10, 2024.*

Jerry Campbell will send a copy of the letter from Craig Liebler to The Board before the next Board meeting.

**The meeting adjourned at 9:15 pm.**

# How AN HOA. Govern's.

NEED'S to comply w /

1. RCW. = Revised code of Washington
2. CC&R. = Covenants Conditions & Restriction
3. ARC- = Architectural Review Committee.
4. A. By Laws = Article's.  
B. CC&R'S Sections
- 5 Rules & Guidelines = R + G ARC- comm.
6. Rules & Restriction R + R. CC&R- comm.

Flow.

RCW'S - state of wash Rules

CC&R - must conform to RCW.

By Laws - Rule made by company or society (HOA) to control the actions of its members  
must align with CC&R'S

CC&R'S

A set of rules governing the use of a certain piece of Real estate in a given community

R+G = Align w/ CC&R'S + By Laws

R+R " " " " "