



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

The meeting was called to order at 6:30 p.m. by Emma Mercado at the Mid-Columbia Library, Kennewick Branch.

Amberlee Moore took roll call.

The agenda was approved, (13) approved, (0) opposed, (0) abstained.

The minutes from March 11, 2024, were approved, Scott Snyder motioned to approve, and Chris Laurion seconded. (13) approved, (0) opposed, (0) abstained.

The financials for March were approved, Chris Winkley motioned to approve, and Amber Moore seconded. (13) approved, (0) opposed, (0) abstained.

**Attendance:** Chris Winkley, Emma Mercado, Alicia Mercado, Karla Palmer, Amberlee Moore, Paul Roberts, Reid Klei, Devin Lundstrom, Ben Slominski, Scott Snyder, Chris Laurion, Jack Lynch, Patricia Kopp, Rick Burr.

**Not in attendance:** Anne Eerkes

**Visitors:** Patricia Irving

**Presidents Report:** A report was submitted, there was no discussion.

**Treasurer Report:** A report was submitted, there was no discussion.

**Secretary Report:** No report was submitted, there was no discussion.

**ARC Report:** A report was submitted. Chris Winkley thanked Paul Roberts and Rick Burr for their help in making the revisions to the ARC Rules and Guidelines. Chris Winkley is planning to send it out for review by the Board and bring it to the May meeting for approval.

**Communications Report:** Patty Kopp asked about publicizing the Task Force meeting. Chris Laurion explained it is not necessary as it is not an open forum and specific duties are assigned. Amber Moore stated that the Task Force is composed of people who are experts or familiar with the task. Chris Winkley stated that was a great question, the committee brings ideas from the Task Force to the Board for approval. Patty Kopp stated that maybe the minutes should be revised, but Chris Laurion said the Task Force meeting minutes are not published. Patty Kopp asked about the newsletter, and Devin Lundstrom explained that she headed the newsletter with input from the communications committee. Moving forward Devin would like to get input from all committees so each committee could include information.

**CCR Report:** A report was submitted, and there were discussions about this time of year being the busy season. Patty Kopp asked about a follow-up on the Grizzle complaint. Emma Mercado stated that she goes by that house regularly and the homeowner is right. There are 7 cars parked, however, they move

them daily, and they are driven. Patty Kopp asked if it was one family and Emma Mercado confirmed it was. They use their garage for storage.

**Landscaping Report:** A report was submitted. Amber Moore asked if the arborvitae were part of our common areas. Reid Klei stated yes. Jack Lynch questioned that and Patty Kopp confirmed it was. Jack Lynch asked about safety concerns with Heritage. Reid Klei stated that the landscaping committee was meeting with Heritage on Friday and he would bring that up. Patty Kopp asked about the tumbleweeds, on the Ausmus homes. Why are we paying for upkeep if they are not a part of our HOA? Emma Mercado stated that a long time ago the Board had voted to maintain that easement by the water tower. Chris Winkley asked the landscaping committee to get some information and bring a proposal to the next meeting. Ben Slominski asked that we revisit the previous approval and get more detail, it seems subjective to have them clean up after the wind. Amber Moore stated there are a lot of areas that collect debris and questioned at what point we draw the line. Emma Mercado also stated maybe we can use a smaller subcontractor. Chris Laurion suggested a newsletter item, private lawn contractors, and monitoring where they park, the law is 20 ft from a stop sign. Chris Laurion states it is a safety issue.

**Long Range Planning Report:** A report was submitted; Paul Roberts had a question regarding the city code 13.40 being moved to a municipal code. Paul Roberts asked what it was and Amber Moore stated it was the city guidelines. He asked what the \$2,500 was for and Amber Moore stated that it was for the digital signs being moved, and our lease agreement. Jack Lynch asked if our insurance covered the liability in case of an accident if someone was distracted. Devin Lundstrom stated she would confirm this with our insurance. Chris Laurion mentioned that there was another issue with the software company, they may have lost our data when they updated the signs software, Chris Laurion would like to take this up with the City and investigate if this was their error. He is still waiting to hear back from them. Scott Snyder made a suggestion, before they pull any information or do any updates, they need to back up the data. Chris Laurion stated he would like some recompense for that.

Reid Klei asked one more question in regards to the amount that landscaping amount can be spent without a vote. The procurement amount is \$2,500.

**Manager Report:** A report was submitted, and there was no discussion. Patty Kopp asked about the green violation cards that are mailed out and if they work, Devin Lundstrom advised they do get homeowners' attention and seem to work well.

#### **Meeting:**

Community Outreach currently has three members. Amber Moore, Anne Eerkes, Chris Laurion and he would like to see 6 total. The purpose of this is to reach out to homeowners and see why there is a lack of involvement. Emma Mercado asked about the questions being asked to homeowners. Jack Lynch volunteered. Paul Roberts asked if it had to be a Board member and Chris Laurion stated the purpose was to reach out and get the Board out there in the community. Emma Mercado also stated she would volunteer to help out.

Chris Laurion stated that he, Devin Lundstrom, and Scott Snyder met. The CLPOA is paying a software service backup and domain renewal and also paying a web renewal and those rates are in line with

market rates. The package is adequate for our needs and we found we also have an Office 395 office license and get additional licenses for \$7.00 each. Chris Laurion would like to put a proposal together and he thinks it would be a good idea to have licenses for each officer and committee shares. It can be customized and there is a lot of potential. He will get prices and packages and prepare a proposal to the Board. Scott Snyder stated he would be willing to do a tutorial for those interested.

Amber Moore brought up the Neighborhood Watch Committee and stated she needed to see if another Board member would be willing to step up and take over the chairman position. She has some medical issues that have come up with her parents that are going to take some more of her time. She asked that everyone think about it and please let her know.

The Open Forum policy was sent out to the Board by Chris Laurion. Chris Winkley stated he was unclear on who was going to speak to homeowners. He stated there was a wide variety of questions that came up, Chris Laurion stated that in the document it states that the chair would determine who would take the question or delegate and get back to the homeowner within 48 hours. We are trying to close the loop on open questions and delegate. That would be the president or the VP. Chris Winkley stated the 48 hours is very quick, he would like to see that be longer. Chris Laurion just wants homeowners to know that they are not forgotten and someone is still working on it and we are working on the timeline of expectation and communicating. Chris Winkley feels like there is a lot of danger and unknown with having one member be in contact with the homeowner. Chris Laurion stated that the minutes could be edited and the answers be inserted. For example, "the question was not answered in the meeting, 4 days later the question was answered." Chris Winkley asked if the homeowner's email was on the check-in sheet. It is not currently available but can be added. Amber Moore asked if we could try it and then evolve it if necessary. Chris Laurion stated he hopes we can answer questions at that moment but for the times that we can't then we can use this policy.

Chris Laurion would like to see an FAQ on the website. It would be nice to have a robust website that we can send homeowners to and have the most common questions covered. Chris Laurion made a motion to adopt this policy for the next 6 months and reevaluate it at that time. Chris Laurion stated there are two purposes, to streamline the meeting, and get homeowners their questions answered. We also want homeowners to feel like they are being heard. Jack Lynch seconded the motion, (13), approved, (0) opposed, (0) abstained.

Devin Lundstrom brought up an application from a homeowner for Airbnb and wanted to have the Board's input on thoughts on this. Patty Kopp would like to discuss and see if we should contact the homeowner.

Patricia Irving responded to the Airbnb and does not feel it is wise to do for the neighborhood. Patricia Irving had another question, she asked about the annual meeting votes, and she stated she does not believe the numbers add up. Scott Snyder spoke on this and stated he reviewed it himself and was satisfied with it. He did offer to the homeowner that she could review the original data if she would like to. She stated she trusted the Board and would leave it alone. She stated that she appreciated all that we are doing as a Board.

Rick Burr stated he would like to bring attention to a homeowner that picks up trash around our neighborhood. He walks about 7 miles a day. His name is Dewey. Rick Burr stated he would try to get more information from him so we as a Board could properly thank him.

Scott Snyder announced that RCW 64.38, a new bill passed and 64.90 is the new legislation and is effective June 6, 2024. Another RCW will be effective January 2025 for homeowner rights. Chris Winkley would propose we have our attorney review the impending change and tell us if and what impact there would be. Scott Snyder would like to see us wait a couple of months before review to let the kinks get worked out.

Devin Lundstrom shared the AUP for 2022 with the Board. Everyone was handed a copy for review. Emma Mercado stated that no Board member or committee member shall contact the attorney or accountant on behalf of the Board. The three people who will make contact with these offices are herself, Devin Lundstrom, and Chris Laurion.

**Action Items:** *Action items are due at the end of the following day unless otherwise stated.*

LRP to update the city on the speed radar information. An update will be reported to the Board at the May Board meeting.

Devin Lundstrom to check on insurance for liability coverage related to speed signs, and report at the May meeting.

Amber Moore will contact Todd Sprong for the 27<sup>th</sup> Ave, gate key. This will be done this week.

Rick Burr will contact the City and get information on how to address the sidewalk issue for homeowners. He will report back to the Board at the May meeting.

Scott Snyder will look into the new legislation requirement. He will present this information at the May Board meeting.

**Legal Items:** The opened legal case against the homeowner to pursue legal fees is still active. The case was postponed once again as the homeowner stated they were not available to attend court on that date. A new court date has been set for May 18<sup>th</sup>, 2024. Devin Lundstrom will get that information from our attorney and have an update on this case for the May Board meeting.

Jack Lynch made a motion to adjourn the meeting, and Scott Snyder seconded the motion.

The meeting was adjourned at 8:22 p.m.