



Canyon Lakes Property Owners Association
Board Meeting
June 11, 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.

Chris Winkley asked a question about removing names from minutes. Chris Laurion advised it would be in the personal best interest of those on the Board to not be named in regards to the seriousness of the matter, related to resident comments and board discussion during the May 2024 Board meeting. Chris Winkley pointed out that, when we have the live streaming of the Board meetings working and being recorded, all the comments will be visible to all homeowners.

Chris Winkley made a motion to approve the minutes from May 13, 2024, Chris Laurion seconded the motion, (13) approved, (0) opposed, and (0) abstained.

Chris Winkley made a motion to approve the financials for May, Patty Kopp seconded the motion, (13) approved, (0) opposed, and (0) abstained.

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

Not in attendance:

Visitors: Patricia Irving, Zo Fritts, Glen Gaboury

Presidents Report: A report was submitted by Emma Mercado after the Board packet was emailed. Emma Mercado asked if anyone had questions or concerns regarding her report. 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 would like to know if, after closing the ARC bank account, the ARC would have access to funds for more ARC yard signs. The ARC committee is down to just a few signs and sometimes no extra signs are available. Devin Lundstrom stated yes, we could get more signs ordered. Chris Winkley stated there is a non-compliant homeowner, specifically the new build. They did not fill out an application when it was time for paint and landscaping. Chris Laurion asked what the process is to address the issue. Is there a negotiation timeline? Chris Winkley stated that there is no negotiation. Jack Lynch asked if we needed to have our attorney send a letter. Chris Winkley advised that we would go through the process of notifying the homeowner that since their application is not approved, they will need to re-paint with approved colors. If they choose to not do that, then there will be fines, followed by the lien process.

Communications Report: No report was submitted.

CCR Report: A report was submitted, there was no discussion.

Landscaping Report: A report was submitted. Chris Laurion asked about the broken water pipe off of Volland Ct. Patty Kopp asked who owned and maintained that piece of property. The landscaping committee will follow up with Heritage and see if this is an area they maintain.

Long-Range Planning Report: No report was submitted.

Manager's Report: A report was submitted, and there was no discussion.

Chris Winkley made a motion to distribute the 2024 survey, as submitted with the board package. Chris Winkley's motion was not voted on, based on the following discussion. Chris Laurion stated he still had concerns about the ranking system and would like to use a rating system for questions #7 -#10. He feels like when the ranking system is used it will not give accurate feedback from homeowners. With a ranking system, a person is asked to rank the questions being asked, in priority order. Rating gives the option of more than one issue being high priority but does not bring a single most important issue to the top. However, this is not an accurate representation when no other questions are being asked. Anne Eerkes asked about the age range being a question and if there was any benefit. Devin Lundstrom stated that it was beneficial for the Board demographically. It gives the Board an idea of age by neighborhood area. Jack Lynch stated he wanted to know why it wasn't stated "speed humps" instead of traffic calming. It was explained to him that the survey had nothing to do with the speed humps. Traffic calming is an important question to ask homeowners as we the Board need to know if it is still a top priority. The Board has an obligation to the homeowners to tend to the issues and do what we can to remedy concerns. Chris Laurion stated that the purpose of the survey is to gather information from homeowners on areas of concern within Canyon Lakes.

- Anne Eerkes made a motion to remove question #4 from the survey add verbiage to include in question #7, and add electronic bill pay as part of question #7. Chris Laurion seconded the motion. The Board voted, (13) approved, (0) opposed, (0) abstained.
- Chris Laurion made a motion to use a rating system of 0-5, for questions #7 - #10 in the survey. Scott Snyder seconded the motion. The Board voted, (10) approved, (3) opposed, and (0) abstained.
- Reid Klei made a motion to remove question #6 from the survey. Scott Snyder seconded the motion. The Board voted, (7) approved, (6) opposed, and (0) abstained.
- Anne Eerkes made a motion to change to verbiage in the survey regarding the Hildebrand monument to state "The Board is looking into options to place a monument on Hildebrand and Canyon Lakes Drive". Reid Klei seconded the motion. The Board voted (12) approved, (1) opposed, and (0) abstained.
- Chris Laurion made a motion to add a QR code to the survey. The QR code would be a link to the email campaign, for homeowners to sign up for electronic communications. Anne Eerkes seconded the motion. The Board voted, (12) approved, (1) opposed, and (0) abstained.

Chris Laurion and Anne Eerkes took an action item to submit a revised survey to the Board by the end of the day on June 14th.

Chris Winkley brought up a property line dispute that was reported to the CLPOA office via email. Chris stated that "homeowner A had an ongoing dispute with homeowner B" regarding the removal and then placement of a fence. Chris Winkley advised the Board that this is a neighbor-to-neighbor issue and the Board does not have authority over homeowner property lines. A letter will be sent to "homeowner A" in response to the email. Chris Winkley will write it on behalf of the ARC committee and the Board and it will be sent through CLPOA office email.

Chris Winkley asked what the status is on the revision of the Rules & Regulations. He states it was given to someone on the Board to update and then send out for review and he has yet to see a copy of the revisions. Chris Laurion stated he was taking that on and would have the revision sent out to the Board for review by this Friday.

Chris Winkley asked about the Board and social media. He stated he is not on social media and it was mentioned at another meeting that the Board should not be "posting" or "commenting" on anything on behalf of the Board. Amber Moore stated that she manages the CLPOA owners-only Facebook page and that Geoff Harvey manages the CLPOA community page. The Board agreed not to post to the CLPOA Facebook pages.

Amber Moore brought up Officer Trujillo and his availability to come to a Board meeting. He is willing to attend if we have agenda items or concerns for him to discuss. We need to be sure to have an agenda before he comes to represent KPD.

Emma Mercado asked for a street parking update. Rick Burr stated he had contacted the city. The streets in Canyon Lakes are city streets and we as the Board don't have the authority to enforce off-street parking. However, if a car is broken down, has expired tags, or is parked in a no-parking zone we can report that to KPS. They will come and tag the car in question and then come back within a period and tow it if it is still parked.

Rick Burr brought up information about city sidewalks and who is responsible for repairs. sidewalk followed by discussion. Chris Laurion said that, if a homeowner applies via a process to the City for repairs, there is no liability for the homeowner should an event occur. Rick Burr will follow up with the city and find out if there is a link on the city website to file for sidewalk repairs.

Jack Lynch spoke on the retaining wall update. He was able to meet a masonry contractor and show him the damage to the retaining wall. There was a language barrier, however, he was able to obtain a quote. Emma Mercado suggested that she or Alicia Mercado meet with Jack Lynch and the contractor as they both could translate. Chris Laurion asked if the bid included reinforcements on the wall repair. Jack stated he did ask the contractor about using rebar, however wasn't sure if he understood what he was asking. Jack will set up a time with Emma or Alicia to meet with him and the contractor to ask some more questions and get a final bid.

Devin Lundstrom stated that she was able to get a quote for a small storage unit to store the boxes of inactive CLPOA office records, along with the annual meeting signs. The storage unit would be at a rate of \$55 per month for 3 months, with an increase to \$105 per month. There is no contract it is a month-to-month lease. After the 3 months are up, Devin will check with the Canyon Lakes Golf Course to see if they have any open units available.

- Chris Laurion made a motion to approve a 3-month lease for office storage and reevaluate after 3 months. Chris Winkley seconded the motion. (13) approved, (0) opposed, (0) abstained.

Amber Moore spoke on the digital radar speed signs. She stated the letter of agreement had been sent and received with Cary Roe at the city and that someone from the city would be scheduled to move them within the next few weeks. A representative from the city will come and evaluate the new location. The location will be determined for the west side of Canyon Lakes between Hildebrand and Olson St. Amber Moore will update the Board once she has been contacted with a date.

Visitor Patricia Irving had a few questions for the Board. She asked if the minutes could be posted on the website for April as she did not see them to look at. Devin Lundstrom stated that was an oversight and would post them right away. Patricia also asked if the agenda and committee reports were something that could start being posted. Chris Laurion replied that yes, that was something that we could be sure is done before the next Board meeting.

Visitor Zo Fritts spoke, and she mentioned she encouraged the moving of the radar signs as she lives on the west side and witnesses the speeding of cars, trucks, and city buses daily. She stated she has four bus stops around her property that each stop twice daily and it is dangerous for the children getting on and off the bus. She is glad that the radar sign will be moved to start tracking that area of Canyon Lakes Drive.

Zo Fritts also had a complaint about a daycare that is being run out of her neighbor's home. She asked the Board if anyone was aware of this and no one confirmed they knew about it. The daycare has been a nuisance for years and it has only gotten to be worse. Zo states she wrote a letter last year and never heard back from anyone on the Board. The constant traffic, and continual blocking of her driveway and her other neighbor's driveway have gotten out of hand. The parents are rude and disrespectful and she has also almost been run over on two occasions.

The daycare provider did not obtain permission from the CLPOA Board to have a daycare and also has more children than what the license allows. The state also requires the daycare provider to obtain written authorization from all neighbors, and this was not done. Recently the daycare provider had her license temporarily suspended due to repeatedly hitting a child in the back of her car. This was caught on camera and reported to Child Protection Services (CPS). Zo kindly asked the Board what was going to be done to remedy this as it states in our Rules & Regulations, section 14 that "All property within Canyon Lakes and any improvements located therein shall be used for single-family dwelling purposes only". "Property shall not be used for any business, commercial, manufacturing or short-term rental" without prior written approval from the Board. "In the event, the Board approves a business" the use of such property "shall not create an annoyance, nuisance, or otherwise interfere with the quiet enjoyment of lot owner or residents of Canyon Lakes".

Emma Mercado stated that she would contact the Board's attorney and find out what steps to take to remedy the situation this week. Emma stated she would follow up with Zo once she had more information on the matter.

Patty Kopp asked at what point she could ask her questions regarding the minutes from the last meeting. Amber Moore stated that they are emailed out for review to be voted on at the beginning of each meeting. Patty stated she had been out of town so did not get to read the email in time as she was in and out of reception.

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

Rick Burr will contact the city to find out if there is a place on the website to request sidewalk repairs. He will have this information at the July Board meeting.

Emma Mercado will contact the board's attorney regarding the non-approved daycare business. She will contact him this week and then update the homeowner and the Board on the process for moving forward.

Jack Lynch will contact the contractor who is giving the Board a bid for the repairs to the masonry wall and set up a meeting with himself, Emma Mercado, and Alicia Mercado so they may assist in the communication. Jack will report with an update at the July Board meeting.

Devin Lundstrom will have the homeowner survey printed and send it to homeowners. This will be done as soon as the survey is approved by the Board. Devin Lundstrom will post the Board meeting agenda to the website before each Board meeting.

Chris Winkley will write a letter in response to Homeowner A on behalf of the ARC committee and the Board. This will be done by Friday, June 14, 2024.

Chris Laurion will send out a revision of the Rules and Regulations for the Board to review by Friday, June 14, 2024.

Anne Eerkes and Chris Laurion will make revisions to the Homeowner Survey and send to the Board for vote by June 14, 2024 end of day.

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 18th, 2024. Devin Lundstrom will get any updated information from our attorney and have an update on this case for the July Board meeting.

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

The meeting was adjourned at 9:18 p.m.