



Canyon Lakes Property Owners Association
Board Meeting
July 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.

Chris Winklwey made a motion to approve the agenda, and Paty Kopp seconded. (8) approved, (0) opposed, (0) abstained.

Chris Winkley made a motion to approve the minutes from the June 11, 2024 meeting. Anne Eerkes seconded the motion. (8) approved, (0) opposed, (0) abstained.

Chris Winkley made a motion to approve the financials, and Alicia Mercado seconded the motion. (8) approved, (0) opposed, (0) abstained.

Attendance: Chris Winkley, Emma Mercado, Alicia Mercado, Amberlee Moore, Paul Roberts, Devin Lundstrom, Anne Eerkes, Patricia Kopp, Rick Burr.

Not in attendance: Reid Klei, Karla Palmer, Scott Snyder, Chris Laurion, Jack Lynch

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

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

Secretary Report: A report was submitted. Chris Winkley asked about the update on the radar signs. Amber stated she had no updates she has not heard from anyone but she will follow up with her contact at the city.

ARC Report: A report was submitted, and there was no discussion.

Communications Report: No report was submitted. Anne Eerkes stated that Devin Lundstrom prepared and mailed out the homeowner survey to homeowners.

CCR Report: A report was submitted. Chris Winkley noticed that there were over 100 green cards sent out and asked if that was typical for this time of year. Devin Lundstrom and Amber Moore explained that this was a busy season for weeds, lot upkeep, and storage violations. Alicia Mercado had a question about a lot on 43rd and obtaining the address. Amber Moore stated that she gave those addresses to Emma Mercado.

Landscaping Report: A report was submitted. Chris Winkley asked if the Villas were on irrigation water or city water. Patty Kopp confirmed that they were on irrigation water and someone kept shutting the valve off. Patty is working with Heritage on figuring out a plan. Devin Lundstrom asked about putting a lock on the valve. Patty said that because of the location of the valve placement, a lock was not an option. Patty stated she will continue to work with Heritage on a plan to remedy the valve issue.

Long-Range Planning Report: No report was submitted.

Manager Report: A report was submitted. Devins Lundstrom stated that there were a few Board members who were on the CCR violation list and would be getting green card notices. She wanted to make sure that Board members especially were following the CCR Rules and Regulations as she does get complaints from homeowners. It is a reflection on the Board when this happens.

Meeting: Emma Mercado stated that Chris Laurion had sent out the Rules & Regulations, but he is not here tonight. He will send out the final for review with the final edits when he is feeling better. Patty Kopp asked why we address action items under new business. Chris Winkley stated he agreed with Patty and did not want the action items forgotten about. Devin Lundstrom stated that she could edit the agenda moving forward to say “action items update”, then followed by “new business”. Patty Kopp also stated she likes the minutes being sent for review early as it is easier to remember.

Emma Mercado went over the action items list.

- Rick Burr stated he sent an email to Devin Lundstrom with the information on filing reports to the city and city sidewalk repairs. Devin will send this out to the board as an attachment along with the minutes from the meeting for review.
- Emma Mercado discussed the update with the daycare. She and Chris Laurion met with the Board attorney regarding the daycare, and our attorney was finishing a prior case. Bret Uhrich the Board's attorney will move forward with sending a letter to the homeowner regarding closing the daycare. Emma Mercado stated she would update the Board as she gets more updates from Bret.
- The homeowner survey revision was sent out to the Board and was approved. The survey was printed and sent out to homeowners. Chris
- Winkley wrote a letter to the homeowner regarding the property line dispute and heard a response back from the homeowner. Chris will not be responding per his previous email. This is a neighbor dispute and the Board has no jurisdiction or authority.
- Chris Laurion sent a revised version of the Rules & Regulations out to the Board. More questions were asked of Board members and a few recommendations. Chris Laurion will send out a final revised copy when he is feeling better.

New Business: Chris Winkley stated that homeowner A sent a response commentary back in reply to the homeowner. He stated the Board has no authority over the Board. He stated he was done replying. Emma asked if Devin could send her a copy of the latest email from the homeowner.

Emma brought up the manager and her unpaid hours. Explained that Teresa had sent an email to Chris Winkley, Devin, and Emma. The Board needs to reimburse Devin for any unpaid hours worked per her contract and by law. Emma Mercado stated she had the hours and would get this completed by the end of the week. Emma also stated that Devin is up for her yearly review. Emma would like to meet with the Board to go over questions and ask for input on creating a performance review form. Chris Winkley stated he does performance reviews for his employees twice a year. His observation is that with Jodee Landfeld, a previous manager of the Board, it was just giving her a raise and review. Chris Winkley

suggested that we could use his plan but it would not reflect last year as there weren't goals in place. Chris also stated that he would be willing to help with Devin's review. Chris said that Devin is doing a fantastic job for the ARC, however, maybe other things are important to other members. Chris stated that we need to look at maybe cutting other areas for our budget. This could be with landscaping or any other area that the Board could see fit. This would allow for an increase in the manager's hours and the Board could budget accordingly. Rick Burr suggested evaluating the monthly hours and taking an average to determine an update to Devin's current contract.

Patty Kopp wanted to go on record that she did not want to give the impression that Heritage was not doing a good job. She stated she can not make the decision herself on whom the Board will select for the Board's landscaping provider once the Heritage contract is up. Patty Kopp gave the example of using a different contractor and putting in sweat equity, but not all board members want to do that.

Emma Mercado mentioned setting up a visit with Officer Trujillo. Amber Moore will reach out to him again and see when he is available.

Patty Kopp is ordering the new Volunteer Park sign. She will also obtain a bid for 4-6 smaller "no trespassing" signs that could be installed on the masonry wall at Volunteer Park and in the #9 area where all the wall damage has occurred. Emma Mercado offered to meet Patty Kopp at the locations to decide where the signs should be placed. Amber Moore brought up a point and asked why we wouldn't go back to the contractor who installed the original masonry wall and ask them if there was any warranty or guarantee of their work. It was Padilla who was the original contractor on the project.

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

Emma Mercado, Chris Laurion, and Devin Lundstrom will get together and go over the budget, and report to the board at the next meeting.

Devin Lundstrom will edit the agenda page to state "action items update" before "new business". This will be completed and changes made by the next Board meeting.

Devin Lundstrom and Chris Laurion will see what needs to be done to close the money market account at Banner Bank. This will be completed before the August Board meeting.

Devin Lundstrom will reach out to the homeowner who lives in the #9 area and ask her how many of the masonry bricks she has from the damaged wall. An email will be sent to the homeowner by Friday, July 12th. Devin will give the Board an update as soon as she hears from the homeowner.

Amber Moore will email Officer Trujillo and ask him to attend a meeting by the end of the week.

Amber Moore will prepare and send out the potluck sign-up sheet by the end of the week.

Chris Winkley will gather performance review templates that could be used for the Manager's review by the end of the week.

Devin Lundstrom will send out a copy of Rick's email regarding the city sidewalks with the Board meeting minutes for review by the end of the week.

Emma Mercado will continue working with the Board's attorney on the daycare issue. She will report any new updates to the Board as she receives them.

Chris made a motion to adjourn the meeting, and Paul Roberts seconded the motion. (8) approved, (0) opposed, (0) abstained.

The meeting was adjourned at 8:09 p.m.