



Canyon Lakes Property Owners Association
Board Meeting
August 13, 2024

The meeting was called to order at 6:35 p.m. by Emma Mercado at the Mid-Columbia Library Kennewick Branch.

Devin Lundstrom took roll call.

Attendance: Chris Winkley, Emma Mercado, Devin Lundstrom, Chris Laurion, Alicia Mercado, Karla Palmer, Patty Kopp, Reid Klei, Rick Burr and Paul Roberts.

Not in Attendance: Scott Snyder, Jack Lynch, Anne Eerkes, and Amber Moore.

Chris Winkley made a motion to approve the agenda, with the action items being updated to include all action items from the last meeting. Patty Kopp seconded. (9) approved, (0) opposed, (0) abstained.

Chris Winkley made a motion to approve the minutes from the July 9, 2024 meeting with two edits being made. The first edit changed from "Emma will continue working as the Board attorney" to "Emma will continue working with the Board attorney". The second edit adds an action item, "Jack Lynch will contact the contractor who originally built the brick wall and pass the information to Emma Mercado and Devin Lundstrom". Rick Burr seconded the motion. (9) approved, (0) opposed, (0) abstained.

Patty Kopp had a few questions on the financials, accruals, and payroll liabilities. She also asked what the line item for allowance for doubtful accounts is for. Chris Laurion explained the difference between accrual and cash basis. QuickBooks runs our reports both ways. Devin Lundstrom explained that allowance for doubtful accounts is an estimate of how much money a company will not receive from customer accounts for a specific time period. So, this will reduce the value of another asset, in this case, accounts receivable. Patty Kopp also asked what the line item for "annual meeting expense" was for. Devin explained that was when we hired Celski & Associates to facilitate the annual meeting, and all correspondence with them leading up to the meeting. Chris Winkley asked why the landscaping budget had shown a drop for July. Reid Klei stated that the monthly regular maintenance was not included. Devin Lundstrom explained that there was a double pay for January and we did not need to pay for July. The monthly maintenance will be reflected again in August. Chris Winkley also asked if there was a report for the budget to date, showing the percentage for each line item to date. Devin Lundstrom advised she would work with Chris Laurion and have the report for next month. Chris Winkley made a motion to approve the financials, and Chris Laurion seconded the motion. (9) approved, (0) opposed, (0) abstained.

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

Treasurer Report: No report was submitted.

Secretary Report: A report was submitted. Chris Winkley asked about a potential action item for the "pockets" of property off of Canyon Lakes Drive. Devin Lundstrom explained that she had received a complaint from a homeowner regarding a storm drain that was sinking in front of their property.

She and Amber Moore drove to look at the area. The city had previously gone and looked as well and determined it was not "owned" or "maintained" by them. After further checking Amber and Devin found the owner of the street apron and discovered that they owned all three. Devin made contact with them and mailed a letter as well notifying them of the concern. Chris Winkley asked if this could be an action item to create a process for future dealings. The Board needs to know who to contact if anyone else has issues in the future with these asphalt apron areas. Devin stated she would take the action item.

Chris Winkley asked about the "dogs on a leash" issue. He stated that the newsletter would be a great place to give homeowners this kind of information. Chris Laurion stated that the original ask was for the Board to identify those who did not have their dogs on a leash. Chris Laurion did not want the Board to start enforcing and taking ownership of until we further found what our authority could be on the issue. Chris Laurion stated that the original ask was for the Board to identify and fine those who did not have their dogs on a leash. Chris Laurion did not want the Board to start enforcing such a policy due to the lack of resources available, as well as believing it is outside the purview of the Board. Chris Winkley stated the City of Kennewick link was important to share with homeowners so as they see things they can report themselves on the City's website. There are a lot of issues and concerns where neighbors need to talk to their neighbors and the Board does not need to be involved. Chris Winkley stated this would be a great opportunity for the communications committee to share with homeowners through the newsletter. Devin also stated that she would add the link to the website.

ARC Report: A report was submitted. Patty Kopp asked what the numbers meant on the ARC spreadsheet. Chris Winkley explained that was the yard sign assigned to the homeowner for their project. Patty also asked about the anticipated completion date and what happens when the homeowners go over that date. Devin explained that she remains in contact with the homeowners and gets updates along the way. She then lets the ARC committee know of any changes. Homeowners are not penalized for going over their completion date.

Emma Mercado asked about the update to the Wissman property. Chris Winkley stated that they are non-compliant with their house colors and have been notified. Devin Lundstrom stated that we are at the notification and fining process has started and it will more than likely go to legal as the homeowners are fighting it. Chris Laurion asked if it was just painting colors or were there more, they were noncompliant about. Chris Winkley stated the original application was conditional with landscaping and paint. They were to fill out the application for paint colors and the landscaping plans when they got to that point. They did not do that. Paul Roberts stated they also used three colors instead of the required two.

Patty Kopp stated the house colors on the Wissman house are very similar to her house colors and also the house on 47th. Chris Winkley asked Patty Kopp about the Villas having their own ARC Rules & Regulations. Patty Kopp stated her colors were rejected and she appealed to the Villas. She stated the Villas had just rewritten their documents and she wanted to have autonomy within the Villa's neighborhood. The Villas has adapted their own ARC Rules & Regulations but also fall under the Canyon Lakes POA as well.

Communications Report: No report was submitted. Chris Laurion stated he has imported all the homeowner survey results into a spreadsheet and will have that out to the Board by next Friday. Emma Mercado said she thought Anne Eerkes's husband had a program that he could use to upload all the surveys. Chris Laurion confirmed that they would be completing that task as well.

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

Landscaping Committee: A report was submitted. Reid Klei mentioned that the landscaping committee would be reaching out to landscaping companies to obtain bids. The current Heritage contract comes up for renewal and the end of January 2025.

Long-Range Planning: No report was submitted. Chris Winkley asked "what is the long-range planning committee doing"? The CCR's document was brought to a vote six months ago and it failed to be voted in. At that time Scott Snyder said he would take that on and Karla Palmer said she wanted to be a part of the revising those documents. Karla said she reached out to Scott a few months ago and still nothing has happened to move forward. Karla Palmer stated she would reach out again to Scott Snyder. When Ben Slominski resigned from the Board, Jack Lynch volunteered to be the chairman of the long-range committee. Chris Winkley asked what the long-range committee is doing about the concerns of the homeowners. For example, traffic calming. We are now into August and there has been nothing done. Perhaps if Jack Lynch is not ready to run the long-range planning committee, then maybe someone else would be willing to volunteer.

Managers' Report: A report was submitted. Patty Kopp asked about the lien process, and in the past how effective the fining and lien processes have been. Devin Lundstrom explained that she processed title transfers this week and that both had liens against them along with fines. Those have to be paid before the home is closed. The lien process is a long process of collecting the fines and dues and happens when a homeowner goes to sell their property. Devin Lundstrom suggested that something the Board may want to discuss at a later date is adding collections to the fining process. Emma Mercado brought up the upkeep of lots. Several empty lots are not being maintained. What can we as a Board do to enforce this? Emma Mercado stated in the past the Board has paid to have a property cleaned up, or a tree and shrubs trimmed and then sent the bill to the homeowner. Is this something we could potentially do for the empty lots? Emma Mercado and Chris Laurion will look into this and report back at the next meeting. Devin Lundstrom brought up the number of rentals that are in the neighborhood. Homeowners do not notify when they are moving out and then renting the home. Therefore, there is no way of knowing who is living in those homes. This is becoming an issue more and more as neighbors are calling the office to notify the office. For the Board to vote out rentals in the neighborhood, a board member recalled possibly needing 90% of the homeowners to agree to implement such a change.

Meeting: Emma Mercado gave an update on the masonry wall. Jack Lynch gave Emma the contact information for KBG Masonry for the new bid. Emma was able to talk to the secretary and ask for an update on the repair bid and would like to meet at Volunteer Park to go over the areas for repair. Emma stated she would be contacting them again this week to set something up. Patty Kopp stated it was Padilla Construction who did the original masonry wall work. The masonry wall was put in at least 5 years ago or more. Karla Palmer volunteered to call Padilla and ask about the warranty work.

Patty Kopp updated the Board that the new Volunteer Park sign has been installed. The smaller sign has also been placed on the wall near the damage. Rick Burr asked for a sign to be placed next to the gate off 27th Ave. Patty said she and her husband would get that taken care of by the end of the week.

Devin Lundstrom asked the Board to revisit the renaming of Volunteer Park. Jerry Martin's family reached out to ask if the Board would change the name of Volunteer Park to Martin Park. The Board had a discussion about renaming and the fees that would be involved.

Reid Klei asked about a plaque for the benches and if Jerry Martin had one of those. That is something the Board would be willing to do for him to show our appreciation for all of his volunteer service.

Chris Laurion made a motion to approve the renaming of the park to "Martin Park", Emma Mercado seconded the motion. The Board voted (1) approved, (7) opposed, (1) abstained.

Patty Kopp said she noticed there were several broken pieces of brick from someone throwing them at the basketball court. Rick Burr stated he would go this week to gather all the bricks from where the wall had been vandalized. Patty Kopp asked if Rick could pick up all the broken pieces from the basketball court at that time. Rick Burr said he would.

Emma Mercado gave an update on the daycare business. A certified letter had been sent from our Board attorney to the homeowner. The letter gives the business until Friday, August 23rd to close. If they have not closed at that time then the attorney will take the next steps. Patty Kopp asked what the follow up would be to that. Emma stated she will stay in contact with the attorney and will have another update at the next Board meeting.

New Business: Patty Kopp discussed potholes on Canyon Lakes Drive. She stated she had a neighbor complain to her about them. Patty stated it is a city problem and will now direct homeowners to the city website to file a complaint. Patty also asked about the reservoir on Volland street and how it is an eyesore. She is concerned that it is full of weeds that just keep growing and that Heritage is only taking care of it once a year per their contract. Reid Klei stated that is something that the landscaping committee can further discuss.

Emma Mercado stated she would be meeting with Devin Lundstrom next Friday, August 23rd to go over her annual review. She said Chris Winkley submitted a template to the Board for review. Emma asked that the Board please submit their review questions and comments to her by Wednesday, August 21st.

Chris Winkley states the year has passed and according to the manager's contract, Devin Lundstrom has been up for review and salary review. The Board needs to agree on a salary increase for the manager and then vote. Chris Laurion asked about the budget for a salary increase as well as adjusting the manager's hours. Chris Laurion would like to look at the hours and pay the manager based on her hours. Chris Laurion would like to go over the budget with Emma Mercado and then propose the manager raise in salary at the next Board meeting and the Board will vote at this time. Chris Laurion and Emma Mercado will have the managers salary increase proposal to the Board by September 4th for review ahead of voting on it at the September meeting.

Chris Laurion will send the revised Rules & Regulations out in sections over the next month. He will send one bullet out at a time for feedback with a due date and then move on to the next item for discussion. The Board will have time to discuss the revisions via email prior to voting on them at the September meeting.

Devin Lundstrom received a request from a homeowner to see about a deed of property. There is a sidewalk parcel that runs through his yard and he would like to have the Board deed that sidewalk parcel to him. The homeowner would like to extend his driveway and put a fence over the sidewalk area. The Board discussed the deed proposal and had several questions come up such as, who owns the parcel? Is there a water line underneath? What is the cost involved? Does the CLPOA pay taxes on the parcel?

Devin Lundstrom said she would gather more information and get some answers to questions for the Board. She will send this information via email to the Board prior to the September Board meeting.

Devin Lundstrom was contacted by a realtor out of Spokane for a piece of property off of S. Williams St. that is available to the Board to take ownership of. The parcel of land was not included in the purchase of land when the new retirement facility deal was closed. The LLC that owns the property is dissolving and therefore the piece of property will also dissolve. This property was previously brought before the Board but no record can be found of a vote. Klei would like to look into it further before voting. Karla Palmer will contact the realtor and get more information for the Board to discuss. This will be revisited and voted on at the September Board meeting.

Devin Lundstrom stated she has received several calls from homeowners regarding political signs and flags. Some homeowners are complaining that the signs and flags are offensive. Chris Winkley read aloud the Rules & Regulations regarding signs and flags. The Rules & Regulations state that *"Political signs, flags, and banners may only be posted 90 days prior to an election and must be removed within 7 days following the election."*

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

- Emma Mercado committed to contacting KBG Masonry by Friday, August 18th, setting up a time to meet about the masonry wall. Emma will update the Board at the September meeting.
- Karla Palmer volunteered to call Padilla and ask about warranty work on the masonry wall. Karla will update the Board at the September meeting.
- Patty Kopp to install a sign by the gate by 27th Ave. This will be completed by Friday, August 16th.
- Rick Burr to gather all the bricks from where the wall had been vandalized, as well as the broken pieces from the basketball court at that time. Due date?
- Devin Lundstrom will add the City of Kennewick's link to file a complaint to the CLPOA website. This will be completed by Friday, August 16th.
- Devin Lundstrom and Chris Laurion will work on the budget spreadsheet to reflect the year-to-date percentage of budget spent. This report will be prepared by the September meeting.
- Devin Lundstrom will obtain the name of the company that owns the three asphalt aprons and have that information for the Board by the September meeting.
- Chris Laurion will send the homeowners survey results to the Board via email by Friday, August 23rd for review.
- Devin Lundstrom will send the information for Padilla Construction, and also the contact information for the realtor with the land parcel on Williams to Karla Palmer by Friday, August 23rd.
- Chris Laurion will send the Rules & Regulations revision out to the Board in sections, starting Wednesday, August 14th and the Board will be ready to vote on the revision at the September meeting.
- Devin Lundstrom will contact the family of Jerry Martin with the board's decision on the renaming of Volunteer Park. This will be done by Friday, August 23rd.
- Devin Lundstrom will update the Board with information on the deed proposal from a homeowner. This will be done by Wednesday, September 4th.
- Emma Mercado and Chris Laurion will meet to discuss the budget and proposal for a wage increase for the manager. They will meet on Friday, August 23rd.

- Karla Palmer will contact Scott Snyder to discuss moving forward with the CCR document revision. This will be done prior to the September meeting.
- Emma Mercado and Chris Laurion will find out the rules on if the Board can clean up a homeowner's lot and then send them the bill. This will be discussed at the September meeting.

Chris Winkley made a motion to adjourn the meeting, and Chris Laurion seconded the meeting. (9) approved, (0) opposed, and (0) abstained.

The meeting adjourned at 8:58 p.m.