



Canyon Lakes Property Owners Association
Board Meeting
November 12, 2024

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

Devin Lundstrom took roll call.

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

Not in Attendance: Jack Lynch

Scott Snyder stated that his edits regarding the daycare concern were not captured. He stated he emailed them. Devin Lundstrom said she would update those with his edits. Patty Kopp made a motion to approve the minutes with Scott Snyders edits, Chris Laurion seconded the motion. (11) approved, (0) opposed, (0) abstained.

Paul Roberts had a comment on the financials that the budget total line item 42000 looked to be doubled. Devin Lundstrom agreed and stated she would correct that on the financial report. Chris Winkley made a motion to approve the financials with Paul Robert's edit, Rick Burr seconded the motion. (11) approved, (0) opposed, (0) abstained.

Presidents Report: A report was emailed to the Board from Emma Mercado. There was no discussion.

Treasurer Report: A report was submitted. Reid Klei asked how long the committees had to get their budgets for 2025 prepared. Chris Laurion stated he was currently obtaining emails and information compiled from last year and would like to have committee budgets submitted to him by November 18th.

Secretary Report: No report submitted.

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

Communications Report: A report was submitted. There was no discussion.

CCR Report: A report was submitted. There was no discussion.

Landscaping Report: A report was submitted. Chris Winkley asked if the contract was up at the end of December 2024, Reid Klei stated that it is February 2025.

Long-Range Planning: A report was submitted. Patty Kopp asked why the bids were so different between KBG Masonry and Aden Construction. Chris Laurion said he thought it was due to Aden not re-using the bricks or materials. Scott Snyder stated he asked Jack Lynch about that too and he said that Aden used union labor and that could be part a big part of it. Patty Kopp asked how the Board determines who gets the bid and the timeline or process for that. Emma Mercado stated she understands that we look at both bids and vote on one, Patty Kopp said the KBG bid has expired, and asked how we proceed. Scott Snyder said that KBG is willing to extend the bid until spring. Devin Lundstrom said that Jack Lynch was reaching

out to KBG to have them update the date on the bid. She said she has not received an updated bid from Jack Lynch with the new date. Emma Mercado said that she would ask Jack Lynch for the updated KBG bid. Paul Roberts asked if anyone has evaluated the bid in detail. Patty Kopp wanted to know if the contractor would be starting over on the fence or what the scope of the work is. Devin Lundstrom asked if anyone from the Board had met with Jack Lynch and the contractors. Scott Snyder said he had only spoke to Jack on the phone. Scott understood that entire section that runs parallel to the canal and one more section was included in the bids. Scott did not feel like the cost was out of line for the work being done. Chris Laurion said he agrees the fence needs to be repaired, and the concern of the fence collapsing. He sees that as the rush to fix it right now, however is this just a short-term fix and we will need to come back next summer and do it properly. Rick Burr said unless you post a guard out there, there is no way to keep people out or from jumping the fence. Rick Burr stated the fence at Volunteer Park will fall over, you can literally push it over. Scott Snyder said this is a good time while there is no water in the canal. Chris Laurion asked if there is an option to do a patch job now? If the masonry fence walls are failing, are they failing all over? Patty Kopp would like to see more information including concrete details. She thinks the Board would be remis to vote now. Emma Mercado thinks a third person should be at a meeting with jack and the contractor, Chris Laurion stated he could do that. Rick Burr said there is a large boulder at the corner of the fence and he would be happy to remove it so it cannot be used for a ladder over the fence. Chris Winkley asked that the companies be required to give a detailed bid with a drawing supporting their proposal.

Manager's Report: A report was submitted and there was no discussion. Patty Kopp asked about the AUP and what that was an acronym for. Devin Lundstrom explained it was the Agreed Upon Procedures and what that entailed. Reid Klei asked about the Reserve Study and if it had been done. Devin Lundstrom said the reserve study should be completed anytime, that she has been working on getting the information and documents during the last six weeks. The Board signed a three-year contract in 2023, with Accurate Reserve Professionals, to have a reserve study done annually. The first study done in 2023 was onsite and the study for 2024 and 2025 are offsite. Devin said she would email the study out to the Board once she had received it.

Meeting: Action items update.

Patty Kopp gave the Board an update on the Williams Street property located at 3410 S. Williams Street. After discussion with Riverwalk Estates, they are not interested, as it is not part of their development. She thanked Rick Burr for sending out a video of the strip of land being discussed. Patty stated that the Board has options. 1) Do nothing at all, wash our hands of it. 2) Do nothing with it unless complaints arise, keeping any actions strictly complaint based. 3) Purchase the plot, although the Board cannot do this unless the back taxes are at least \$100 per the county. There are also a few hundred dollars that would be owed for late fees and interest in addition to the back taxes. It will not go into foreclosure until February 2025 and we could purchase it at that time, and possibly develop it with fabric and rock. Patty looked over her bids again and the lowest bid was \$4,050. With tax included the bid is \$4402.35. The area would then become inventory and it would continue to be maintained like the rest of the common areas. Karla Palmer suggested that the area could be purchased in February when it comes available and not develop it. Just leave it as is and have it a part of our inventory. Chris Winkley recommended voting on whether or not to invest money in it. Reid Klei said from landscaping point of view it is their mission to make the neighborhood look nice. Now that there is an opportunity to take this on, he believes it will become an issue with homeowner complaints. Patty Kopp said it would cost the Board about \$600 to

acquire it, including the back taxes, the interest and late fees, as well as the cost to transfer the deed. Patty asked if there were any other comments. Chris Winkley made a motion to not acquire the land located at 3410 Williams Street at this time. Chris Laurion seconded the motion. (7) approved (4) opposed, (0) abstained.

Karla Palmer asked what are response will be when we get complaints from homeowners. At this time, we do not own the property.

Chris Laurion would like the committees to have their draft budgets to him be November 18th. He stated he would be more than happy to help with them. He would like to have the budget for 2025 finalized by December 1st, and then get it prepared to be sent out to homeowners before the annual meeting.

Chris Laurion said the Board authority for lot cleanup on a homeowner property was still being looked into and will be addressed in the CC&R revisions.

There was not an update on the daycare, and Emma Mercado stated she had not heard from the attorney. Scott Snyder stated he reached out to a law firm on the west side and did not hear back. Scott said he will reach out to them again. Patty Kopp asked why we have not reached out to the Celski Law Firm and Emma Mercado said she did not think they specialized in HOA's. Chris Laurion said he thought he understood that consulting with Celski and their HOA Management group was costly. Devin Lundstrom explained that that is their business, and yes, you could schedule time to meet with them for a fee. Chris Winkley said he would like to see a proposal, and someone take this on as an action item. Emma Mercado asked the Board who wanted to gather a list of attorneys. Patty Kopp said she thinks we should find someone local. Karla Palmer said she would not mind making those phone calls; however, she would like to have a list of questions to ask. Emma Mercado asked to meet with Karla Palmer later to discuss questions and how to move forward in researching local attorneys. Scott Snyder said he had questions in mind and comments to add, however, he thought it would be better discussed in a closed or executive session.

Scott Snyder gave an update to the CC&R committee, which includes Karla Palmer, Jack Lynch and homeowner Patricia Irving. They have a work space set up and have reached out to an attorney located in Spokane. The committee will be meeting again this week and hope to have a document to the Board for the January meeting

Patty Kopp said that since Amberlee Moore left the Board that she and Rick Burr, along with Emma Mercado, Alicia Mercado and Devin Lundstrom have been doing the CCR routes. She has noticed that there are some poor looking fences and wanted to know how we could address this. She said she understood it that we could not give notice and fine for fences. Is this something that could be added to our CC&R Revision committee? Chris Winkley stated that the Architectural Rules and Guidelines (ARG) state that fences shall be maintained and includes photos of acceptable and not acceptable. The revised Rules and Regulations were approved in 2024 to sync up with the ARG. Chris Winkley also said this is the reason that the Board revises all the documents to be in sync with each other. It should be documented what the Board expects homeowners to do. Patty Kopp asked if there were standards with fencing in the ARG. Chris Winkley said yes; a lot of time and effort was put into the fencing section two years ago when the edits were made. Patty Kopp said she would further look into the fencing compliance and how the CCR can proceed.

Patty Kopp brought up the area of land on Volland. It is an area that is full of weeds and debris. Patty contacted one of the homeowners to ask if she could put up a no trespassing sign on his fence. The homeowner gave his permission. Karla Palmer said she believes that the fence area back behind the houses is owned by the CLPOA. Patty is asking for the Board's approval to place a sign on the homeowner's fence. Chris Laurion asked if the irrigation line was still broken. The irrigation line and property are on an easement with KID. Chris Laurion said that fence is in disrepair. He thinks alerting the homeowners of no trespassing is a good idea. Karla Palmer recalls this area was on the plans for Long Range Planning committee to repair the fence. She is not sure what happened to those plans. Patty suggested deeding that strip of land to the homeowner. Karla Palmer said she knows that KID has to have access to get back there. Chris Laurion said that the Long Range Planning committee will take this on and find out how to address it. Patty Kopp stated she and her husband will hang the sign on the homeowner's fence where she has permission. Chris Laurion made a motion to order (4) more No Trespassing signs. Scott Snyder seconded the motion. (12) approved, (0) opposed, (0) abstained. Devin Lundstrom said she would get the signs ordered.

Emma Mercado brought up the Secretary position. Scott Snyder read aloud to the Board the job description of the Secretary. Devin Lundstrom explained the duties the Secretary performs at the Board meetings and said she would continue doing these until the position is filled. Amberlee Moore did forward all the City of Kennewick contacts over to the office for traffic calming. Devin stated she will welcome any help when it comes time to prep for the annual meeting. Devin will reach out to Amberlee Moore to get contact information for homeowners who are volunteering for neighborhood watch. Chris Winkley pointed out that portions of the Secretary and Treasurer roles have been delegated to the Manager, as described and authorized in Article V, Section 9 of the Bylaws.

Emma Mercado said she knows that Amberlee Moore had been in contact with Officer Trujillo about attending a Board meeting. Chris Laurion stated he compiled a list of questions for Officer Trujillo that would be sent to him via email.

Emma Mercado asked if anyone would be interested in a Holiday potluck. Patty Kopp said she would see what dates and times are available for the Villas clubhouse. Emma Mercado said she would send something out to the Board to get a count on who could attend and what to bring.

Emma Mercado asked for any comments from visitors. Patricia Irving was present at the meeting. She stated she reviewed the minutes from the September Board meeting and was surprised to see that the Rules & Regulations revisions were approved by the Board. She states that she could not find the document on the website, but did finally locate the document. She asked why the document referred to the Master Declarations and she was requesting a copy. Devin Lundstrom stated she replied to her email earlier in the week letting her know there had been a glitch in the website. She had notified the website developer and they are working to resolve the issue. Patricia Irving agreed it was an issue and was happy to hear it was being looked into. Patricia Irving believes the CC&Rs are the overall governing document and typically the Rules & Regulations are revised after the CC&Rs are revised. She wanted to know why the Rules & Regulations were revised first. Chris Laurion explained that the documents were out of sync and the Rules & Regulations needed to be update. They are still following the CC&Rs. The Rules & Regulations are now better defined. Patricia Irving stated then there is a potential that the Rules & Regulations would be revised again to follow the CC&Rs and Chris Laurion confirmed that was a possibility. Patty Kopp thanked Patricia Irving for volunteering on the CC&R subcommittee. Patricia stated

according to the Spokane attorney's website, they do specialize in POAs. There is a \$150 consultation fee. Chris Laurion stated the Board would need to take a vote to approve. Scott Snyder made a motion for the Board to approve \$1,000 to be used towards consultation and meetings with the Spokane attorney. Anne Eerkes seconded the motion. (11) approved, (0) opposed, (1) abstained. Chris Winkley stated he would prefer to see a proposal before voting. Scott Snyder said he would share the contact information for the Spokane Attorney. Devin Lundstrom asked that the CLPOA be cc'd in any email correspondence so we could create a file for records. This includes any sub committees as well.

Chris Laurion asked about annual meeting prep and how soon we needed to reserve a space. Devin Lundstrom advised that the room at Canyon Lakes Golf Course had already been reserved. The date of the annual meeting is Tuesday, February 11th, 2025.

Chris Winkley made a motion to adjourn the meeting, and Rick Burr seconded. (12) approved, (0) opposed, (0) abstained. Then meeting was adjourned at 8:35 p.m.

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

Devin Lundstrom will order (4) more no trespassing signs. This will be done in the next two weeks.

Chris Laurion will investigate what needs to be done with the property area on Volland. He will have an update for the Board at the December meeting.

Scott Snyder will continue to work with the CC&R revision committee task force and reach to the Spokane attorney. He will have an update for the Board at the December meeting.

Patty Kopp will research local attorneys. She will update the Board before the December meeting.

Devin Lundstrom will reach out to Amberlee Moore for the Neighborhood Watch committee. She will give an update to the Board at the December meeting.

Devin Lundstrom will send out the Reserve Study to the Board once received. This will be done before the December meeting.

Emma Mercado will send out a Holiday potluck sign-up sheet and possible dates to the Board in the next two weeks. This will be done before the December meeting.

Chris Laurion will prepare the draft budget for 2025 and have available to Board members before the December meeting.

Scott Snyder will share the contact information for the Spokane attorney with the Board prior to the December meeting.