



**Canyon Lakes Property Owners Association
Board Meeting
December 10, 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, Paul Roberts, Rick Burr, Patty Kopp, Reid Klei, Scott Snyder, Alicia Mercado, Chris Laurion, Devin Lundstrom, Anne Eerkes, Jack Lynch.

Not in Attendance: Karla Palmer

Visitors: Mary Kay Edwards, Duane Klotz, Steve Hitt, Beth Hitt.

Scott Snyder made a motion to approve the minutes from the November meeting, Paul Roberts seconded the motion. (10) approved, (0) opposed, (0) abstained.

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

Treasurer Report: Chris Laurion stated he has been working with the committees to finalize the budget.

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. Reid Klei stated that they had received bids from two landscape companies and would be meeting with the third candidate on Friday. Reid said that each bid was valid for thirty days, and he will ask for an extension on these until January 2025 so the Board will have time to decide.

Long-Range Planning: Jack Lynch gave an update to the KBG bid, he stated that they met again and KBG would like to use new materials. The original bricks were quoted in the original bid; however, the new bid would use new material. Chris Laurion stated the wall is sounder than originally thought. The columns and panels would need to be replaced 4-5 rows up. Rick Burr stated that the wall is loose especially in the corner. There is also a large boulder that is being used as a steppingstone that will need to be removed. Patty Kopp asked if the foundation at the base of the fence is solid. Jack Lynch replied that yes it was. Scott Snyder asked if Jack Lynch was able to contact Aspen Contracting for a bid, and Jack replied he had not. Jack Lynch would like to give KBG an opportunity to do the repair work, as he has devoted a lot of time. Emma Mercado asked if Chris Laurion and Jack Lynch would be meeting with KBG one more time to finalize the plans, Chris confirmed that they would be and suggested that we

table the item until we have another updated bid using the existing blocks and only replacing a few rows down, versus the current bid that includes all new material and replacing 5 rows down. Chris Laurion suggested tabling the topic until we can obtain another bid and submit a scope of work. Paul Roberts stated to be sure the scope of work is the same for each company that is bidding so the work being done is equivalent.

Jack Lynch said the mailboxes that are scheduled to be replaced this year are in Loden Greens, and Jack does not feel that they need to be replaced. He said they are fiberglass, and still in good condition. Scott Snyder said he agreed and that he uses them every day. Jack stated that he contacted USPS in Pasco and there have been no reports received of issues with the mailboxes.

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

Meeting: Emma Mercado asked if the "No Trespassing" signs had been ordered. Chris Laurion confirmed that he had them and they will be used on the Volunteer Park and #9. However, we will need to order "No Trespassing" signs for the flag lot off of Volland Court. Paul Roberts asked what the "flag" lot is. Patty Kopp said it is off of the cul-de-sac on Volland Court a vacant lot that is shaped like a flag. Hence it is referred to as the flag lot. Chris Laurion explained the condition of the lot, stating it has been driven on and also people are using it for dumping lawn clippings and debris. It is a fire hazard and also an area for vagrants to stay and camp out. Patty Kopp asked if the (4) private property signs needed to be installed now or wait for the masonry fence to be repaired? It was agreed to install them now, and then they can be taken down during the masonry fence repair and then put back up.

Scott Snyder gave an update on the attorney in Spokane and having them assist in governing the CCR documents. The CCR subcommittee has been meeting 1-2 times a week to work on the document revisions and has been working section by section. At the last meeting the Board approved \$1000 for the Spokane attorney. However, when they reached out, the firm stated they only work with HOAs in the Spokane area and referred to a Seattle attorney for the document revisions. Scott Snyder stated this may cost an additional \$2500 to what was voted on last year. This would be a total of \$3500 towards legal fees for the CCR document revisions to be spent in 2025. Scott stated the subcommittee is about 2/3 of the way through the document. Chris Laurion asked if this would be out of the 2024 or 2025 budget. Scott Snyder thought it would come out of the 2025 budget. Patty Kopp asked when he would be submitting to the attorney for review. Patty Kopp also asked if the Board and homeowners would be able to review the document prior to it being sent to the attorney, Scott Snyder confirmed that it was correct. Chris Laurion stated we do have those funds available in this year's budget for legal fees.

Scott Snyder made a motion to approve an additional \$2500 for CCR legal expenses to be spent in 2025. Jack Lynch seconded the motion.

- (9) Approved (Paul Roberts, Rick Burr, Patty Kopp, Reid Klei, Scott Snyder, Alicia Mercado, Chris Laurion, Anne Eerkes, Jack Lynch)
- (0) Opposed
- (1) Abstained (Emma Mercado)

Patty Kopp gave an update on the local attorney that she, Karla Palmer, and Paul Roberts met with. The feedback that Patty received back from the Board is that we should use this attorney for current issues that need addressed, such as lot clean up and the fence upkeep. There is no retainer fee. She charges an

hourly rate. Rick Burr said the fence issue and Board’s authority are clearly stated in our Rules and Regulations and ARC guidelines. Chris Laurion stated what we are looking for is a quantifiable measure of the fence condition. He wants to know that our documents are in line with our actions. The way the documents are written right now we are looking for guidance on this issue. Scott Snyder said the verbiage is unclear, what is unsightly to one person may not be to another. Homeowner Steve Hitt had a suggestion to implement the word “intact” into our documents regarding fence repair. Patty asked what our guiding document is. Scott Snyder stated the CCRs are the legal hammer. Chris Laurion described the documents as the CCRs are the “what” we enforce, and the Rules and Regulations are “how” we enforce. Patty asked if it was premature to ask the attorney considered for her guidance on these issues now or if we should we wait? Scott Snyder said he doesn’t think so. He said we should give her our existing CCR documents and give her the sections that are in question. We can get legal guidance regarding the Board having the authority to pursue any of the issues of concern. We need feedback to know if the language in the documents needs any adjusting. Patty asked where the Board would like to go from here. Patty Kopp made a motion to utilize Heidi Ellard’s assistance to our legal questions regarding the current R&R issues up to a \$2,000 expense. Chris Laurion seconded the motion.

- (10) Approved (Emma Mercado, Paul Roberts, Rick Burr, Patty Kopp, Reid Klei, Scott Snyder, Alicia Mercado, Chris Laurion, Anne Eerkes, Jack Lynch)
- (0) Opposed
- (0) Abstained

Devin Lundstrom stated that she reached out to Amber Moore to obtain the Neighborhood Watch communication list and it was received. This information will be passed on to the new chair of the Neighborhood Watch committee once one has been decided.

Devin Lundstrom stated that she recently emailed the Reserve Study to the Board members.

Emma Mercado stated that there is no holiday potluck, but the Board can try to schedule another potluck in the spring.

Chris Laurion addressed the budget with the Board and committee chairs. There were no questions on the budget regarding income. The ARC committee will keep their budget the same. Paul Roberts stated he would like to change the line-item description from “ARC Signs”, to “General Expenses”.

Emma Mercado asked if the CC&R budget was staying the same. Chris Laurion stated that the postage line-item budget is changing to reflect the postage increase; otherwise, the CC&R budget will remain the same.

There will be no change for the Communications Committee.

Scott Snyder stated that we did have a few software licenses, and other than that there should be no change. Chris Laurion stated we should see some gains on the postage if we start to use electronic communication as part of the paperless campaign. Under the Compliance budget, everything looks to remain the same. Devin Lundstrom stated we were under budget on a few line items. Chris Laurion said we have created a reserve fund account.

For the Landscaping Committee, most of the line items remain the same. There were a few changes in what was spent last year on dog stations and tree maintenance. Reid Klei requested an additional line

item for Monument Maintenance with a budget of \$4,000. Chris Laurion stated he would make those changes.

Chris Laurion asked if there was any understanding of what the KID water or Canyon Lakes Water Company (CLWC) changes were. Devin Lundstrom asked Reid Klei if he had been contacted by anyone directly regarding the changes. Reid stated he had not heard from anyone from KID or the Canyon Lakes Water Company. Homeowner Duane Klotz gave an update to the Board regarding the KID water issue. Duane stated that Canyon Lakes Water Company that delivers water to 380 customers in Canyon Lakes went under the jurisdiction of the Washington Utilities and Transportation Commission (UTC) in June of 2020. Duane said he believes the UTC will work hard to make sure that the Canyon Lakes community will have water as it is part of their job to ensure a private utility continues to deliver service. A complaint was filed in August that the CLWC was sold without UTC review, customer notification and without the ability for customers to provide input to what the UTC is investigating. This is docket number 240771 on the WA UTC website. Duane stated that the uneasy part is that neither company has communicated anything to the customers that makes it look under the table. Duane said that this is a requirement through the UTC prior to the sale to make sure that the customer is properly protected, and this did not happen until a complaint the UTC investigated, and yesterday, it was filed with the UTC.

Chris Laurion asked what steps, if any, the Board needed to take. Duane replied that the proper recourse is to file a complaint with the UTC which CLWC operates under their jurisdiction. He suggests sending a letter to the UTC. Duane stated he would be happy to grab coffee and meet with any Board members to further discuss the issue. Reid Klei stated he would get Duane's contact information. Jack Lynch said the golf course was sold and he thinks that the CLWC had the same owner. Scott Snyder stated he went and looked at the documents and it has a draft letter to homeowners. It would appear to the commission that this letter was sent out to homeowners, but he definitely did not receive one. Duane Klotz said it is a requirement that a letter be sent. Duane Klotz stated there is a map on the golf course page, showing that there are 40 homes that are outside the CLWC district, and the rest are in the district.

Chris Laurion asked if there were any other questions on the budget. Chris Laurion asked if that was just replacing parts. Devin Lundstrom replied that the fund covers broken sprinkler heads, filters, batteries and broken pipes. Chris Laurion asked about line item 50530 Outside Maintenance. Patty confirmed with Reid that this was for lighting at the monuments and additional contractors that may be used throughout the year.

Chris Laurion obtained a quote from Mitch Marrott to replace 7 mailboxes and 7 solar lights. As Jack Lynch had mentioned there is no need to replace the mailboxes and solar lights at this time. Court sealant on the basketball court at Volunteer Park has not been done and will need to be done next year. That has been allocated in the budget for next year. Patty Kopp asked what the internet line item is; Devin Lundstrom explained that internet reimbursement is paid to the manager every quarter.

Chris Laurion stated the reserve fund as of 2024 was only 18% funded, with \$30,000. The legal requirement is closer to \$165,000. The minimum required amount required of the reserve fund is \$17,200. Chris proposed that the budget for the reserve be \$25,000 for 2025 as the Board is on track to be fully funded in 2-3 years instead of the original projection of 4-5 years. With conscientious spending and closing out the Banner Bank account we will be ahead of the original plan. Chris Laurion does not see a need to raise the annual dues for homeowners in 2025. Chris Laurion made a motion that the HOA

homeowner rates remain the same at \$390 for the upcoming year. Anne Eerkes seconded the motion.

- (10) Approved (Emma, Paul, Rick, Patty, Reid, Scott, Alicia, Chris L., Anne, Jack)
- (0) Opposed
- (0) Abstained

Chris Laurion asked that the Board do a final review on the budget and submit their final edits by December 27th. Emma Mercado asked for any new business. Patty Kopp said she contacted a homeowner affected by the KID canal project and she stated the KID crews have been very respectful of their yards. Patty Kopp said she was happy to hear that feedback. Chris Laurion said he thinks that KID had a state fund that would end at the new year and that was part of the urgency for the project. Chris said that there will need to be a gate placed when KID is done, and he will want to see what options are available to ensure it is aesthetically pleasing.

Devin Lundstrom stated that the three Board members up for re-election are Reid Klei, Alicia Mercado, and Karla Palmer. Board members will need to submit an email to the CLPOA office stating their intent to run for the Board again. Anyone running for the Board will also need to submit in 100 words or less a paragraph about themselves. Devin Lundstrom stated the homeowner packet will go out to homeowners the second week of January. From now until the end of December we will run a campaign on the website and the Facebook pages for those who are interested in running. Chris Laurion made a motion to shrink the Board back to 11 members from 15, stating that too many directors make it harder to act, waiting for a unanimous response. Jack Lynch seconded the motion.

- (9) Approved (Emma Mercado, Paul Roberts, Rick Burr, Patty Kopp, Reid Klei, Scott Snyder, Alicia Mercado, Chris Laurion, Anne Eerkes, Jack Lynch)
- (0) Opposed
- (1) Abstained (Rick Burr)

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

Jack Lynch and Chris Laurion will meet with KBG and obtain more information on the masonry fence repairs and obtain one more bid. An update will be presented to the Board before the January meeting.

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

Long Range Planning will find out what kind of gate KID will be using to replace the wall where they are removing on Olson and 36th.

Paul Roberts made a motion to adjourn the meeting, Rick Burr seconded the motion.

- (10) Approved (Emma Mercado, Paul Roberts, Rick Burr, Patty Kopp, Reid Klei, Scott Snyder, Alicia Mercado, Chris Laurion, Anne Eerkes, Jack Lynch)
- (0) Opposed
- (0) Abstained

The meeting was adjourned at 8:25 p.m.