



Canyon Lakes Property Owners Association Board Meeting  
November 12, 2019

Meeting was called to order at 7:00 P.M. by Todd Sprong

Attendance: Patty Aoyama, Ruth Beckmann, Jerry Martin, Emma Mercado, John Scheer, Todd Sprong and Jodi Landefeld

Not in attendance: Steve Crow, David Griffith and Nickie Sjogren

Guests: Glen Gaboury, the Villas' President, Renette Martin and Lenny Dreisbach. Lenny expressed interest in becoming a Board member. A motion was made to appoint Lenny Dreisbach as a Board of Director by Jerry Martin and seconded by John Scheer and carried. Glenn told the Board the Villas are planning to replace their 10 street lights with LED lights. Glenn met with the City to identify which lights are Villas and which are City of Kennewick; Glenn got various bids and chose Gordon Electric out of Pendleton to do the work. Glenn is working with KIE to get correct LED lights and correct paperwork to submit to Benton PUD for refund. Glenn then went on to say one of his biggest concerns as President is sufficient emergency funds available for large items that need updating/fixing. Glenn asked if CLPOA would entertain the idea of financially assisting the Villas in repairing their roads with crack sealing and coating. Todd asked Glenn to bring a proposal to the December Board meeting to discuss street repair for the Villas. Renette asked to move the annual meeting from February to April to increase attendance. Renette also gave her opinion to not install playground equipment in the Volunteer Park as not many young children use the playground equipment at the City Park as well as many people use the wide-open green space at the Volunteer Park. Renette also asked to not have Jerry be the person to do anymore big projects as she is worried about him over extending himself. Todd said he agrees with Renette that Jerry goes way above and beyond what is needed and is very grateful for his service.

**Meeting:**

Minutes from the monthly Board meetings held on September 10, 2019 and October 8, 2019 were reviewed. A motion was made to approve the September and October meeting minutes by John Scheer, seconded by Emma Mercado and carried.

Financial statements from September and October were reviewed. A motion was made to approve the financials by Jerry Martin, seconded by Patty Aoyama and carried. Jodi told Board about the issue with Heritage Landscaping invoices not being delivered. Heritage claims 9 invoices were lost in the mail; amount is approximately \$27,000 that is owed which includes 2 regular monthly maintenance invoices.

President's Report: Todd Sprong told the Board he called Brashear's Electric about replacing all the entrance signs lights with LED lights. Todd spoke with Gary Wemhoff to help him out with this project. Todd reiterated he is stepping down as President in February 2020 and all Board members need to take an active part in making the Board prosper.

ARC Report: Jerry told the Board the ARC met with Larry McClennan who would like the top pitch of his new construction roof to be a metal roofing shingle. ARC approved the metal shingle as an exception to the ARC roofing Guidelines. ARC told the Board about the Eilason's that built a car port over their

neighbor's fence. Jerry called the City and no building permit was submitted and was additionally told the construction does not meet with City building codes; the City will be handling this situation.

Landscape Report: Todd told the Board we need to find a landscaping board chairman before spring start up.

CC&R Report: Patty Aoyama gave the CC&R report. Patty apologized for the typos on the CC&R report.

Long Range Planning Report: Jerry Martin said Slab Jack completed all of the side walk repairs that were scheduled for 2019 and 2020. Slab Jack also told Jerry they needed to use more material for the sidewalk repairs than anticipated; Jerry said the Board needs to reevaluate the Slab Jack bid. A motion was made to approve Slab Jack's bid for \$36, 236.50 by Jerry Martin, seconded by Patty Aoyama and carried. Jerry spoke with Mike Lundgren and Kim Brock, Canyon Lakes Golf Course, to remove the willow trees and stumps at the end of driving range on 30<sup>th</sup> Avenue and put up a masonry wall instead of the chicken coop fence. Canyon Lakes Golf Course asked if CLPOA would pay for the sidewalk repair on 30<sup>th</sup> Avenue once trees are removed. The Board will discuss the sidewalk repairs at a later date. Jerry said bids need to be sent out for concrete repairs to the sidewalks this winter.

Secretary Report: Emma Mercado gave the Secretary report. Emma apologized to Board for being late getting the minutes out. Jodi thanked Emma for taking minutes in her absence.

Financial Report: Ruth Beckmann reviewed the financials and said they are all in order. Ruth asked Jodi to pay all invoices before the end of the year.

Manager's Report: Jodi Landefeld gave the Manager's report. Jodi reviewed the October action item list. Jodi asked the Board if she could switch web site companies from Parsec Computer to Invisible Ink as the web site is very difficult to manage in the current design. A motion was made to switch web site companies to Invisible Ink by Patty Aoyama, seconded by Emma Mercado and carried.

#### New Business:

Todd asked the Board to give thought to moving the Board's annual meeting from February to April. A motion was made to approve the 2020 budget by Emma Mercado, seconded by John Scheer and carried. A motion was made to keep the 2020 annual assessment at \$315 by Jerry Martin, seconded by Emma Mercado and carried. Jodi asked about the duck crossing sign that a resident brought to our attention. The Board said there are already duck crossing signs up at the golf course. Jerry brought up the need for a President once Todd steps down. Emma asked about Board member descriptions; Todd told Emma descriptions are located in the Board of Directors binder.

Meeting adjourned at 8:26 pm

#### Action Item List October 8, 2019

1. ARC to monitor dust/debris on new construction lots – On going
2. Patty to contact Code Enforcement on tree limb encroachment on S. Irby St – On going
3. Board member to investigate backflow testing – For new Landscaping chairman – On going

4. ARC to review shed Guidelines – On going
5. Jodi to order GIS 2019 maps – waiting for GIS to complete - Completed
6. Todd/Jerry/Lenny to contact Craig Walker on Quit Claim Deeds for The Heights – On going
7. Board to vote on items from October meeting - Completed

Action Item List  
November 12, 2019

1. ARC to monitor dust/debris on new construction lots
2. Patty to contact Code Enforcement on tree limb encroachment on S. Irby St
3. Board member to investigate backflow testing – For new Landscaping chairman
4. ARC to review shed Guidelines
5. Todd/Jerry to contact Craig Walker on Quit Claim Deeds for The Heights
6. Board to review annual meeting date
7. Jodi to switch web site companies
8. Jodi to organize annual meeting mailing