



Canyon Lakes Property Owners Association Board Meeting
October 13, 2020

Meeting was called to order at 7:00 P.M. by Steve Crow. Board convened via conference call due to COVID-19 shelter in place orders.

Attendance: Patty Aoyama, Ruth Beckmann, Steve Crow, Len Dreisbach, Reid Klei, Jerry Martin, Emma Mercado, Rebecca Riley, John Scheer, Chris Winkley and Jodi Landefeld

Not in attendance: none

Guests: Andrew Riley included on the phone conference to observe the meeting

Meeting:

Minutes from the monthly meeting held on September 8, 2020 were reviewed. Jerry made a correction on ARC bullet #2 to include white/pastel. A motion was made to approve the minutes with correction by Chris Winkley, seconded by Emma Mercado and carried.

Financial statements from September 2020 were reviewed. A motion was made to approve the September 2020 financials by Emma Mercado, seconded by Patty Aoyama and carried.

President's Report: Steve Crow gave the President's report and welcomed the Board to the 6th Board of directors meeting via conference call. The new President will continue to monitor Gov. Inslee's orders and is hoping there are less restrictions for Phase 2 so that our November Board meeting may be held in person. Steve thanked the Board for doing such a good job conducting business during COVID-19. Steve told the Board he and his wife will be moving to Dallas, TX to be closer to his stepson and this is his last meeting as President. The Board thanked Steve for all his years of volunteering for CLPOA and Steve thanked each of the Board members and their contribution to the community.

ARC Report: Jerry Martin gave the ARC report. Jerry extended his thanks to Steve for all his help with the ARC over the years. Jerry reviewed the ARC September minutes and told the Board the applications were all very routine, but very busy. Jerry said there are many discussion items with the ARC; one in particular was a letter sent by Craig Walker to Scott Mosley on his property violations and delinquent assessments. The ARC will continue to work with Craig to resolve all the issues with Scott Mosley and will keep the Board updated.

Landscape Report: John Scheer gave the landscaping report. John said the S. Hill pine trees have been trimmed and one tree removed with the pine beetle disease. KID irrigation will be shut off October 12 and Heritage is taking care of fall clean up. John discussed the 2021/2022 yearly landscaping bid by Heritage. John reviewed the additional common areas that were added to the bid; water basin in The Heights and the basin in The Greens. Len asked if any additional bids were obtained; John explained there are very limited number of companies that can handle our community as well as aging irrigation systems. John said the only other company in town was one we had in the past and we had numerous issues with them and Board was not happy with their services. John said Heritage has been doing a great job with our common areas and irrigation systems. Jerry would like to increase the trash pickup in the Volunteer Park from 8 to 16 pickups. A motion was made to accept the monthly Heritage Landscaping

bid from February 1, 2021 – January 31, 2023, including increasing trash pickups from 8 to 16 and waive our requirement of competitive bids based on Heritage’s performance, knowledge of irrigation systems and lack of competitive companies by John Scheer, seconded by Patty Aoyama and carried. Reid told the Board there are approximately 8-10 monument lights that need an electrician to fix as not just light bulbs needing replacement. Reid will contact Brashear’s Electric to get an electrician to repair the monument signs lights.

CC&R Report: Patty Aoyama gave the CC&R report. Patty said she, Emma and Jodi have been working on the rules and regulations updates from Craig Walker. Steve asked if Board had a chance to look over changes and asked Patty and Emma to run through the updates. Steve said he believes the revised sections helps with the 72-hour limit of parking and storage and asked for comments to the proposed changes. Len asked about making sure we give reasonable and fair expectations for enforcing these changes. A motion is made to accept the rules and regulations Section 2, Section 9 and Section 14 as revised by Len Dreisbach, seconded by Patty Aoyama and 9 approved, 1 rejected and carried. Steve asked when is a reasonable time period to have the Board enforce the revised rules and regulations. Rebecca suggested the revised rules and regulations will go into effect on January 1, 2021 and become enforceable as of March 31, 2021; the Board agreed with her suggestion.

Long Range Planning Report: Jerry Martin did not have anything to report for the Long-Range Planning report.

Secretary Report: Emma Mercado did not have any items for the Secretary report.

Financial Report: Ruth Beckmann gave the financials report and said the financials are in order. Ruth reiterated holding off on long range projects at this time; Ruth will continue to monitor funds for long range projects.

Manager’s Report: Jodi Landefeld gave the Manager’s report. Jodi reviewed the action items and told the Board she is working on the budget for 2021. Jodi said the 2021 assessment needs to be voted on by the Board tonight and the 2021 budget will be ratified at the December meeting. Jodi is hoping to have the budget mailing completed within the next week. Jodi thanked Steve for his wonderful contribution to the Board and stepping up to take over as President when Todd left.

New Business: The Board discussed the 2020/2021 budget comparison. Jerry spoke about leaving the 2021 annual assessment as \$315 assessment; especially considering our struggling economy during COVID-19. A motion was made to give a 4% increase to Jodi’s manager’s salary for 2021 by Jerry Martin, seconded by Emma Mercado and carried. A motion was made to retain the annual assessment for 2021 at \$315 by Emma Mercado, seconded by Chris Winkley and carried. Jodi will send the Board the revised 2020/2021 budget comparison by Friday. Ruth told the Board she would like to nominate John Scheer to fill the interim President position. Steve read the Bylaws for the vacant interim President position. A motion was made to nominate John Scheer to serve the unexpired term as President by Ruth Beckmann, seconded by Emma Mercado and carried. Steve explained that the unexpired term is until the 1st meeting after the annual meeting usually held in February. Steve said there are 2 home owners that are interested in becoming Board members. Steve would like to open up discussion on how to evaluate potential new Board members; the Board agreed it is imperative to meet the potential Board members in person. Jodi will look into meeting in person with masks and social distancing at the Canyon Lakes Golf Course for the November monthly meeting.

Meeting adjourned at 8:45 pm

Action Item List
September 8, 2020

1. ARC to monitor dust/debris on new construction lots – ongoing
2. John to meet with Glenn, Villas President on circle – ongoing
3. Jodi and John to meet to discuss landscaping – ongoing
4. Jodi & Jerry to review fire resistance article for September newsletter - completed
5. Jerry to contact City of Kennewick traffic commission for details on their next meeting – Phase 2 – ongoing
6. Jodi to update new rule change, web site, newsletter, rules and Board - completed
7. Plaques on benches still needed – Phase 2 – ongoing
8. Jodi to update ARC paint Guidelines - completed
9. John to have S. Hill Common Area trees trimmed/removed - completed
10. Steve to contact Craig Walker regarding The Heights phase 5 annexation - completed
11. Board to email September newsletter articles to Jodi by September 16 - completed

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6. CC&R will get letter to include revised rules & regulations for budget mailing
7. Jodi to complete budget mailing
8. Jodi to contact Heritage with bid updates
9. John to sign Heritage bid once completed
10. Jodi to contact potential Board members, LuAnn & Andrew about in person November meeting