



Canyon Lakes Property Owners Association Board Meeting
November 10, 2020

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

Attendance: Patty Aoyama, Ruth Beckmann, 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 video conference to observe the meeting

Meeting:

Minutes from the monthly meeting held on October 13, 2020 were reviewed. A motion was made to approve the minutes by Jerry Martin, seconded by Emma Mercado and carried.

Financial statements from October 2020 were reviewed. A motion was made to approve the October 2020 financials by Chris Winkley, seconded by Patty Aoyama and carried.

President's Report: John Scheer gave the President's report and welcomed the Board to the 7th Board of directors meeting via video/conference call. John explained the Board decided to cancel the November in person meeting due to a rise in COVID-19 cases in the Tri Cities. John said Andrew Riley set up a phone/video conferencing format via ZOOM for the Board and the Board will have to monitor if it is safe to have an in-person February annual meeting. Rebecca said she has a video of how to log into a Zoom conference call for home owners if we have a virtual annual meeting.

ARC Report: Jerry Martin and Chris Winkley gave the ARC report. Chris reviewed the ARC October minutes and told the Board the applications were all very routine. Chris told the Board a letter was sent by Craig Walker to Scott Mosley on his property violations and delinquent assessments; Chris said Mr. Mosley removed the fence posts, but has not removed the black roof or paid his delinquent assessments. The ARC will continue to work with Craig to resolve the issues with Scott Mosley. Chris went on to explained the issues with Mr. Harris's vacant lot, 3520 W. 46th Ave., that has large piles of dirt that has caused blowing dust. Chris said Jerry drafted a letter to Mr. Harris demanding he clean up the vacant lot dirt piles; Jerry will send the draft letter to Craig Walker for review. Emma asked about some of the discussion items; 1. Asked about purchasing Adobe Pro; Chris said Jodi will not be purchasing Adobe Pro, but that Jodi will instead have Invisible Ink put a PDF option on the web site ARC Form 2 for the administrator to use so Jodi can email applications and attachments to the ARC using a PDF file. Emma also asked who is Jeff Jensen; Chris explained it is a person Jerry has worked with in the past, but item is pending.

Landscape Report: John Scheer gave the landscaping report. John told the Board a tree was blown over on Canyon Lakes Drive in the S. Hill Common Area during the last big wind storm; there are now 2 circles with no trees in that area and will work with Heritage in the spring to get them replaced. Heritage has winterized the sprinkler system and is beginning their fall clean up. John said he signed the Heritage contact for 2021/2022 and that Reid worked with an electrician to replace the monument light ballast.

Jodi said the Volunteer Park trash cans are overflowing and will contact Mike to have trash removed. John said monument sign at the entrance to Irby Street on left is peeling; Jodi will contact Signs by Sue to investigate.

CC&R Report: Patty Aoyama gave the CC&R report. Patty said there are a few RV's and trailers that need rechecking; Patty said one of the trailers is parked behind a side fence. Emma said the trailer is still parked there as well as Zuroff's trailer on their vacant lot. Patty said Ms. Ouren has had her RV parked in her driveway for over 72 hours; Patty will monitor and have Craig Walker send notice if needed. John said to give her a little time to clean the RV and move it.

Long Range Planning Report: Jerry Martin was unable to unmute his microphone during the meeting, but said he did not have anything to report for the Long-Range Planning report after meeting was completed.

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

Financial Report: Ruth Beckmann was not able to unmute her microphone during the meeting. Jodi reviewed the financials and said the financials are in order.

Manager's Report: Jodi Landefeld gave the Manager's report. Jodi told the Board the 2020/2021 budget mailing including the CC&R Rules and Regulations update was completed. Jodi said she is getting the 2021 annual assessment mailing organized and the Procedural Review was completed by Anthony Adams from Christensen King and will include the report in the December Board packets. The report came back positive with no issues.

New Business: Emma asked how many vacant Board positions; Jodi said 2 members are needed. Chris asked Andrew to give his background and why he wants to join the Board. Chris told Board Jerry is looking to retire from the Board at the end of his current term and could use another member on the ARC. A motion was made to approve Andrew Riley as a new Board member by Emma Mercado, seconded by Chris Winkley and approved. Jodi will send out a list to the Board with committee positions; John asked Board members to identify a committee they are interested in becoming a part of if not already a part of a committee. Jodi will email updated 2021 budget if needed for the December meeting where we ratify the 2021 budget. John will contact a potential Board member that Steve Crow recommended and invite him to join the December Zoom meeting.

Meeting adjourned at 8:15 pm

Action Item List October 13, 2020

1. ARC to monitor dust/debris on new construction lots – on going
2. John to meet with Glenn, Villas President on circle - completed
3. Jodi and John to meet to discuss landscaping - completed
4. Jerry to contact City of Kennewick traffic commission for details on their next meeting – Phase 2 – on going

5. Plaques on benches still needed – Phase 2 – on going
6. CC&R will get letter to include revised rules & regulations for budget mailing - completed
7. Jodi to complete budget mailing - completed
8. Jodi to contact Heritage with bid updates - completed
9. John to sign Heritage bid once completed – completed
10. Jodi to contact potential Board members, LuAnn & Andrew about in person November meeting - completed

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2. Jerry to contact City of Kennewick traffic commission for details on their next meeting – Phase 2
3. Plaques on benches still needed – Phase 2
4. Jodi to send Board list of committees – completed
5. Jerry to send Craig Walker Harris letter for review
6. ARC to work with Craig Walker regarding Scott Mosley issues
7. Jodi to contact Heritage to remove overflowing trash