



Canyon Lakes Property Owners Association Board Meeting  
December 8, 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, Andrew Riley, Rebecca Riley, John Scheer, Chris Winkley and Jodi Landefeld

Not in attendance: None

**Guests:** Dave Ottley joined the video conference to observe the meeting.

**Meeting:**

Minutes from the monthly meeting held on November 10, 2020 were reviewed. A motion was made to approve the minutes by Chris Winkley, seconded by Patty Aoyama and carried.

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

President's Report: John Scheer gave the President's report. John said the Board decided to cancel the December in person meeting due to a rise in COVID-19 cases in the Tri Cities. John said he did not have any items to report.

ARC Report: Jerry Martin gave the ARC report. Jerry reviewed the ARC November minutes and told the Board the applications were all very routine. Jerry wanted to review some of the ARC discussion items with the Board:

1. Discussion item #1; Jerry said Mr. Mosley received a letter from Craig Walker's office letting him know his black roof is in violation of the ARC roofing guidelines as well as Mr. Mosley not submitting an application to the ARC for his roofing project. Jerry said at this time Mr. Mosley has not removed the black roof. John and Jerry gave a history of non-approved violations of other roofing shingles in the community. John posed the question, does the Board want to use CLPOA resources for a lawsuit against Mr. Mosley; especially as there are other black roofing shingles in Canyon Lakes. John said he is not sure CLPOA will recoup any attorney fees and the lawsuit might get costly. Jerry agreed there are other roofing shingles in Canyon Lakes that are not approved shingles. The Board discussed the potential lawsuit and its ramifications. Emma asked if the ARC could investigate adding a black roofing shingle color to the ARC roofing guidelines. Jerry recommends the ARC put together updated roofing guidelines and submit to the Board at our January meeting. A motion was made to table the Mosley lawsuit issue until the January 2021 meeting by Jerry Martin, seconded by Chris Winkley and carried.
2. Discussion item #4; Jerry gave the Board a brief review on the annexation of W. 49<sup>th</sup> Court, explaining that Riverwood Homes built a new construction home through the ARC that was purchased by Mr. & Mrs. Elsethagen. The Elsethagen's met with Jerry and he explained CLPOA's position of limiting the growth of the Canyon Lakes HOA which would exclude their home on W. 49<sup>th</sup> Court. However, Jerry gave the Elsethagen's a choice to be included in CLPOA if they

desired, but Elsethagen's chose to not be included in CLPOA. Jerry said an assessment refund of \$315 for 2020 is needed.

3. Discussion item #10; Jerry discussed the letter Brett Ulrich, lawyer with Craig Walker, wrote to Mr. Harris regarding his vacant lot that has mounds of blowing dirt on his lot. ARC has tried to contact Mr. Harris to maintain the lot with no success. The purpose of the letter is to formally request that Mr. Harris maintain the vacant lot; the letter states he has an opportunity to discuss the item with the Board, but if he does not contact the Board, they will continue to move forward from there. A motion was made to have Brett Ulrich send the letter to Mr. Harris by Jerry Martin, seconded by Len Dreisbach and carried.
4. Discussion item #11; Jerry discussed the new construction dark blue painted house by Pratt construction; which the ARC inadvertently gave approval of at 3730 W. 48<sup>th</sup> Ave. Jerry said the question is who will contact the new buyer about having CLPOA pay to have the house repainted. A motion was made to have Jerry and John approach the home owners to discuss repainting their home at CLPOA expense by Andrew Riley, seconded by Chris Winkley and carried.
5. Discussion item #12; Jerry discussed an issue that came up with the ARC that deals with having a Board member trespass on a home owner's property. Jerry told the Board in the CC&R's, Right of Entry, allows a Board member to go onto a home owners property without approval. John said it is common curtesy to knock on front door, email home owner or call home owner ahead of time to discuss and let them know ARC needs to view their property. Jerry will include an article in the December newsletter regarding this situation. Emma suggested having some type of identification for being part of CLPOA as well as laminating the CC&R Right of Entry. Board also said to review situation at the 2021 annual meeting. Chris suggested taking a photo of the Board so they are recognizable to home owners.
6. Discussion item #13, Jerry said Chris made a template for a set of procedures for the Board committees and they will continue working on them.

Landscape Report: John Scheer gave the landscaping report. John said not much was happening with landscaping at this time and that Heritage will be cleaning up leaves and debris. Len brought up he is getting tons of leaves coming off the golf course and wondering what can be done. John suggested contacting the maintenance department at the golf course to remove leaves on golf course.

CC&R Report: Patty Aoyama gave the CC&R report. Patty said CC&R report was emailed this afternoon to the Board. Patty said 3811 W. 46<sup>th</sup> Ave has a trailer parked behind a fence that is visible from the street and a certified letter was mailed to them, but no response. Patty said Dr. Zuroff contacted CC&R in response to receiving a storage violation certified letter from CC&R, saying he is trying to sell the trailer. The Board told Patty to give Dr. Zuroff a date to have trailer removed. Andrew asked the rule on political signs; Patty said the rule states signs must be removed within 7 days after an election. Patty and Emma will include an article in the December newsletter regarding political signs and the sign rule for removal.

Long Range Planning Report: Jerry Martin said he 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 said the financials are in order.

Manager's Report: Jodi Landefeld gave the Manager's report. Jodi said she is getting the 2021 annual assessment mailing organized. Jodi asked the Board how they want to conduct the 2021 February annual meeting due to COVID-19. Jodi will work with Andrew and Rebecca on setting up a virtual meeting for home owners to join. Jodi said the Procedural Review was completed by Anthony Adams from Christensen King and the report came back positive with no real issues.

New Business: A motion was made to approve Dave Ottley as a new Board member by Jerry Martin, seconded by Chris Winkley and approved. Jodi will give an orientation to all new Board members which will include a notebook that has all CLPOA documents in January. Rebecca will write an article for the December newsletter on the Canyon Lakes Face Book page and will work with Jodi, Andrew and the CL Face Book administrators on the video conference annual meeting. A motion was made to approve the 2021 budget by Chris Winkley, seconded by Andrew Riley and carried. John spoke about the Villas street lights and Glenn Gaboury's request to have CLPOA contribute financially to the Villas project. Jerry said CLPOA provides service for the Common Areas in the Villas as Villas residents pay CLPOA annual assessments. Jodi will keep the Board informed on Craig Walker's response to Glenn Gaboury. Jerry spoke with Glenn on 2 Villas documents that they have updated and merged the Villas documents to be compatible with CLPOA's documents. Jerry will scan the documents for the Board to review and Jodi will send them to Craig Walker for his review as well.

Meeting adjourned at 9:15 pm

Action Item List  
November 10, 2020

1. ARC to monitor dust/debris on new construction lots – on going
2. Jerry to contact City of Kennewick traffic commission for details on their next meeting – Phase 2 – on going
3. Plaques on benches still needed – Phase 2- needs to be completed
4. Jerry to send Craig Walker Harris letter for review – on going
5. ARC to work with Craig Walker regarding Scott Mosley issues – on going
6. Jodi to contact Heritage to remove overflowing trash - completed

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4. Jerry to send Craig Walker Harris letter for review
5. ARC to work with Craig Walker regarding Scott Mosley issues
6. ARC to update roofing guidelines
7. Jodi to send \$315 assessment refund to Elsethagen
8. John & Jerry to speak with owner of blue house on W. 48<sup>th</sup>
9. Jerry to write article for newsletter on Right of Entry
10. Emma mentioned Right of Entry lamination and CLPOA identification when going to property owners

11. Chris said photo of Board for newsletter should be included (when able to meet in person)
12. Patty & Emma to write article for newsletter on political signs
13. ARC continue working on Board member template responsibilities
14. Jodi to have new Board member orientation in January 2021
15. Jodi to work with Andrew & Rebecca on annual meeting format
16. Rebecca to write article for newsletter on CL Face Book page
17. Jodi to contact Craig Walker on Villas street lights and new documents