



Canyon Lakes Property Owners Association Board Meeting
February 9, 2021

Meeting was called to order at 7:45 P.M. by John Scheer. Board convened via ZOOM video call due to COVID-19 shelter in place orders.

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

Not in attendance: None

Guests: None

Meeting:

Minutes from the monthly meeting held on January 12, 2021 were reviewed. A motion was made to approve the minutes by Emma Mercado, seconded by Patty Aoyama and carried.

Financial statements from January 2021 were reviewed. A motion was made to approve the January 2021 financials by Emma Mercado, seconded by Chris Winkley and carried.

President's Report: John Scheer gave the President's report. John told the Board he is enjoying the Presidency and things are running smoothly. John said he had to deal with the dead trees on Canyon Lakes Drive. A motion was made to have Top Tree remove the 3 dead trees on Canyon Lakes Drive by John Scheer, seconded by Reid Klei and carried.

ARC Report: Jerry Martin gave the ARC report. Jerry reviewed the ARC January minutes and told the Board the applications were all very routine. Jerry wanted to review an ARC discussion item with the Board:

1. A letter was sent by Craig Walker to Mr. Harris regarding cleaning up his vacant lot on 46th Avenue. The lot has large piles of dirt on it which causes a great deal of blowing dust. Jerry said very recently the lot was cleaned up and no longer has dirt blowing off the lot. Jerry asked Board if fines should be imposed. After much discussion by the Board, a motion was made to waive the fines for Mr. Harris as he took corrective action to clean up his lot by Dave Ottley, seconded by Jerry Martin and carried. Jerry asked Patty to contact Mr. Harris to obtain his plans for the vacant lot and report back to the Board.

Landscape Report: John Scheer and Reid Klei gave the landscaping report. Reid told the Board that the signs at Irby St and CLD were replaced with an LED lights, however the electrician told Reid most of our monument lights have old fixtures and cannot be replaced. Reid said Brashear's Electric will get a bid for replacing the old light fixtures with new LED fixtures and lights; he will let the Board know what the bid looks like. John asked Jerry and Reid to install the plaques on the benches by the end of this month.

CC&R Report: Patty asked if the Board if there were any questions on her report. Patty asked Len if the box truck in Loden Greens is still there. Len said yes and Patty will follow up with the box truck owner to remove the box truck. Patty told Board there is an issue with a truck parked on 47th Avenue. A home owner said he will call the police and have the truck towed. Rebecca will be joining the CC&R and a

motion was made to approve Rebecca Riley as a sub-contractor for the CC&R committee by Patty Aoyama, seconded by Dave Ottley and carried. Chris asked how the process works for CC&R. Patty explained to Board she gives out a Friendly Reminder and rechecks 3 days after violation and takes more action if needed. Patty drives the neighborhood on Fridays and often rechecks on the other days. The CC&R committee will meet to discuss setting up a process for tracking the violations.

Long Range Planning Report: Jerry Martin said he and Andrew will look into a more detailed proposal for the new monument sign and suggested he and Andrew go golf and meet with Mike Lundgren about updating the monument sign which is currently located on CL Golf Course property.

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

Financial Report: Ruth Beckmann said the financials are in order. Ruth said there is about \$36,000 funds left over from 2020 and will let the Board know in March where to transfer the funds and said the Board has transferred funds into the Long-Range Planning account in the past.

Manager's Report: Jodi Landefeld gave the Manager's report. Jodi said she is receiving 2021 annual assessments, thanked Andrew and Rebecca for helping set up the annual meeting stream. Jodi told the Board she met with the new Board members to discuss being a CLPOA Board member. Jodi said she would like the various committees to meet monthly and will contact each committee to set that up. Jodi told the Board we have a quorum for the annual meeting and voting for the Board of Directors; number of lots: 259, vote for all: 249, vote abstained: 6, Patty Aoyama: 251, Reid Klei: 251, Andrew Riley: 250, Rebecca Riley: 251, John Scheer: 250, Chris Winkley: 250.

New Business: A motion was made to have John Scheer continue as President of the Canyon Lakes Board by Jerry Martin, seconded by Dave Ottley and carried. John thanked the Board for being part of the annual meeting and gave a quick review of the meeting. Patty said she saw a few comments on the CL Face Book page. Patty said home owners would like to have the mailboxes lighted, more Christmas lights around neighborhood, also, people asked about snow removal which Patty posted was the City's responsibility as well as basketball hoops should not be on the sidewalk. John asked Len if he would identify and determine which mailboxes should have solar lights. Len updated the Board on his discussion with Zippy regarding the new cable installation and cable boxes in front of monuments. Len said Zippy explained how challenging it would be to move the cable boxes and the boxes will stay where they are located. A motion was made approving the 2021 Board of Director ballot including Patty Aoyama, Reid Klei, Andrew Riley, Rebecca Riley, John Scheer and Chris Winkley by Jerry Martin, seconded by Emma Mercado and carried. Jerry discussed bids for the new tree installation in the Volunteer Park. A motion was made to approval Flower Farm installing 14 new trees and a laurel bush for \$2,136 by Jerry Martin, seconded by Len Dreisbach and carried. Jerry discussed a sign that the ARC agreed to be placed in home owners yards when the ARC approved their exterior project. A motion was made to approve Signs By Sue creating 10 ARC signs up to \$1,100 by Jerry Martin, seconded by Chris Winkley and approved. Dave asked about business cards for the Board and Chris said the ID's are probably an ARC issue and will be discussed with the ARC. Emma liked Chris's idea to put urgent on the subject line if an important email item needs attention by the Board.

Meeting adjourned at 9:15 pm

Action Item List
January 12, 2021

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
3. Plaques on benches still needed – Phase 2 – on going
4. ARC to update roofing guidelines – on going
5. John & Jerry to speak with owner of blue house on W. 48th - on going
6. Emma mentioned Right of Entry lamination and CLPOA identification when going to property owners – on going
7. Chris said photo of Board for newsletter should be included (when able to meet in person) – on going
8. ARC continue working on Board member template responsibilities – on going
9. Jodi to have new Board member orientation in January 2021 – completed except for Reid
10. Jodi to work with Andrew & Rebecca on annual meeting format - completed
11. John to contact Heritage to remove trash in VP - completed
12. Jodi to send Andrew Invisible Ink contact information - completed
13. Jerry & Andrew to look into new monument sign – on going
14. Jerry to get bids for trees in VP - completed
15. Dog poop pick up and Sign Rule revision included in March newsletter – on going
16. Jerry to purchase trash can lid for VP – on going
17. Reid to have S. Irby monument light replaced – on going
18. Len to contact City on Ziplly and report back to the Board - completed

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14. Len to identify mailboxes that need lighting

15. Jodi to meet monthly with committees
16. Jodi to set up tutorial with Rebecca for Google Docs training