



Canyon Lakes Property Owners Association Board Meeting  
April 13, 2021

The meeting was called to order at 7:00 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, Jerry Martin, Emma Mercado, Andrew Riley, Rebecca Riley, John Scheer, Chris Winkley and Jodi Landefeld

Not in attendance: Reid Klei and Dave Ottley

**Guests:** Gaye Tesar joined the ZOOM meeting to discuss a box truck parked in Loden Greens. Len began the meeting discussing the box truck he and Gaye are very unhappy about that is parked in Loden Greens. John gave the history of the ARC approval of the home owner's masonry wall, the ARC approval sign in the front yard and the new driveway entrance on 38<sup>th</sup> Avenue. The ARC told the group they approved the application and in the disclaimer part of the ARC application it states: the home owner will follow the government regulations and the home owner would need a permit from the City if putting in a driveway. It would be the home owner's responsibility not the ARC to obtain the permit. John went on to say the CC&R has been dealing with all the box trucks in Canyon Lakes as well as the procedures the CC&R have taken. Gaye asked if the box truck would be allowed to be parked behind the masonry wall. John told the group that a box truck will not be allowed to park behind a masonry wall if the truck is above the wall and is visible from the street. John said at this point, no violation has occurred. John told the group there are 4 box trucks still in Canyon Lakes and the CC&R is gave the home owners until May 31, 2021 to remove their box trucks. John emphasized it is a step by step process in dealing with this type of issue. Gaye asked for a copy of the application. Jodi will email the application to her. Len suggested getting a restraining order to cease and desist the project; John will call our lawyer tomorrow to discuss the situation. Emma told Len and Gaye that the CC&R, ARC and President will all follow up on this situation.

**Meeting:**

Minutes from the monthly meeting held on March 9, 2021 were reviewed. A motion was made to approve the minutes by Emma Mercado, seconded by Patty Aoyama and carried.

Financial statements from March 2021 were reviewed. A motion was made to approve the March 2021 financials by Jerry Martin, seconded by Chris Winkley and carried. Jerry asked about the Trademark expense. Jodi said there were 2 trademarks submitted and each cost \$400; trademarks were approved and guaranteed for another 5 years.

President's Report: John Scheer gave the President's report. John told the Board he will discuss landscaping during his report.

ARC Report: Jerry Martin gave the ARC report. Jerry reviewed the ARC March minutes and told the Board the applications were all very routine. Jerry wanted to review a few ARC discussions items with the Board:

1. 3730 W. 48<sup>th</sup> Ave – home owner has failed to communicate on various issues: water runoff, masonry fence application and blue painted house – Chris will try to communicate with home owner by Friday, April 16, 2021.
2. Dave and Jerry have determined there are a total of 26 vacant lots in Canyon Lakes; half are next to owners that will probably retain the vacant lot and the other half could be buildable.

John asked when Flower Farm will be planting trees in the Volunteer Park and now that irrigation water is on, Jerry will schedule a time for work to be completed. Next, John asked about additional park benches that need to be purchased and told Jerry to have Heritage purchase and install the park benches. John did mention a home owner suggested installing the new benches in the shade. Emma asked to define vacant lot which Jerry did. John told Jerry Heritage will plant a pine tree in Volunteer Park that was damaged in the wind storm.

Landscape Report: John Scheer gave the landscaping report. John said both he and Reid at different times did a drive around with Mike Scoville, Heritage Landscaping, to become familiar with the Common Areas. John said a large pear tree in the Common Area along S. Hill, had a large branch break off during the last wind storm. Top Tree removed the pear tree and branch. John said there are 4 stumps in the Common Areas along S. Hill that will all be ground down and when replanting the new trees, new trees will need to be moved about 3 feet in order for them to survive. John said a large tree is dead in the S. Irby Street Common Area and will have Top Tree removed it. A motion was made to approve Heritage Landscaping to update the Reed Court circle project not to exceed \$3,500 by Andrew Riley, seconded by Patty Aoyama and approved. John told Board he asked Heritage to plant flowers at the 2 main monument entrances; S. Olson Street and 27<sup>th</sup> Avenue and 36<sup>th</sup> Avenue. John asked Len for an update on the lighting of the mailboxes around the neighborhood. Len said he does not have a complete list of mailboxes. Jerry said he emailed Len a mailbox list. Jodi will speak with Jerry to get the complete list to Len. John and Patty have contact for Panoramic Heights to get the solar panel information that lights up their mailboxes. Emma asked what defines mature trees. John said it is size of tree, Emma thought it was in years.

CC&R Report: Patty gave reviewed CC&R report. John asked about holiday lights and Patty said a few are left in the neighborhood and they were getting handled. The Board liked the new violation spreadsheet the CC&R developed.

Long Range Planning Report: Jerry Martin gave the Long-Range Planning report. Jerry said he and Andrew are still trying to meet with Mike Lundgren on the new monument sign for CLD & Hildebrand.

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

Financial Report: Ruth Beckmann said the financials are in order and Jodi transferred the 2020 left over funds from the Assessment Account into the Long-Range Account in the beginning of April.

Manager's Report: Jodi Landefeld gave the Manager's report. Jodi said she is receiving 2021 annual assessments and said monthly committee meetings are going well. Jodi will be paying 1<sup>st</sup> quarter taxes and has been working with all the various committees on issues in the community.

New Business: Emma asked about in person meeting for May. Jodi will inquiry on various meeting availabilities and Emma offered to help determine if Villas club house would meet social distance criteria.

Meeting adjourned at 8:10 pm

#### Action Item List

March 9, 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 by Reid and Jerry - completed
4. ARC to update roofing guidelines – on going
5. John & Jerry to speak with owner of blue house on W. 48<sup>th</sup> Ave – on going
6. Emma mentioned Right of Entry lamination and CLPOA identification when going to property owners - completed
7. Chris said photo of Board for newsletter should be included (when able to meet in person) - completed
8. ARC continue working on Board member template responsibilities – on going
9. Jodi to meet with Reid on new member orientation – sorry Reid!!! on going
10. Jerry & Andrew to look into new monument sign – on going
11. Dog poop pick up and Sign Rule revision included in March newsletter - completed
12. Jerry to purchase trash can lid for VP – Jerry has them on order
13. Reid to have S. Irby monument light replaced - completed
14. Len to identify mailboxes that need lighting – on going
15. Jerry to write park benches and plaques newsletter article - completed
16. Rebecca to send Google Docs training videos to Jodi – on going
17. Chris to update ARC Guidelines Appendix B – on going
18. Jodi to transfer funds - completed

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10. Rebecca to send Google Docs training videos to Jodi
11. Chris to update ARC Guidelines Appendix B
12. Jodi to send ARC application to Gaye Tesar
13. Jodi & John to meet with Craig Walker regarding box truck issue
14. Jerry to contact Flower Farm to replant trees in Volunteer Park
15. John to contact Heritage to move forward with Reed Court circle project
16. Jodi & Jerry to meet to get mailbox list for Len
17. Jodi to look into in person meeting options