



Canyon Lakes Property Owners Association Board Meeting
March 9, 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, Dave Ottley, Andrew Riley, Rebecca Riley, John Scheer, Chris Winkley and Jodi Landefeld

Not in attendance: Reid Klei

Guests: None

Meeting:

Minutes from the monthly and annual meeting held on February 9, 2021 were reviewed with a couple of corrections to the annual meeting minutes. A motion was made to approve the minutes with corrections by Jerry Martin, seconded by Emma Mercado and carried.

Financial statements from February 2021 were reviewed. A motion was made to approve the February 2021 financials by Chris Winkley, seconded by Patty Aoyama and carried.

President's Report: John Scheer gave the President's report. John told the Board things have been running very smoothly and told Jerry the park bench plaques look great.

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

1. Jerry told the Board he and Dave will speak with the new owner of the blue house at 3730 W. 48th Ave about repainting to an approved ARC Guideline paint color.
2. Jerry asked Patty if she connected with Mr. Harris on his plans for his vacant lot on 46th Avenue; Patty said he never returned her phone call and will try again.
3. Jerry told the Board the ARC completed revising the CC&R's and is now reviewing the Bylaws; the ARC is hoping to have all the documents revised and completed by June.

Landscape Report: John Scheer gave the landscaping report. John told the Board the landscaping committee and Jodi met in February and asked Jodi to include the meeting minutes in the Board packets. John told the Board Heritage aerated the Common Areas, will keep an eye on the KID canal work and John and Reid will alternate checking on Heritage's completion of projects and Common Area landscaping. John said there were many complaints on the lack of snow removal on the sidewalks in Canyon Lakes so the landscaping committee will look into the cost of snow removal along the Canyon Lakes Drive loop sidewalks. Dave asked if the lights were fixed on the monument signs. John said the monument light fixtures are old and need to be replaced with LED boxes and lights. Jodi told the Board Reid was looking for an electrician to replace the boxes and lights. Jerry said he will get a name and Dave said to post the question on the Canyon Lakes FaceBook page. Len suggested putting ice melt on the sidewalks after the snow plowing to keep sidewalks safe.

CC&R Report: Patty said CC&R report is on Google Docs and asked if Rebecca could show the Board the violations tracking report. Rebecca showed the tracking system as well as the tracking of fences that need upkeep. John asked what the CC&R can do to encourage homeowners to upkeep their fences. Emma gave the backstory on the fences; John said that opening up a can of worms as there is no Rule to make homeowners adhere to fence upkeep. Jerry read the ARC Guidelines, Appendix B on fences which states wooden fences can be left natural. The CC&R will look at updating the Rules and Chris update the wording of the ARC Guidelines, Appendix B by the April meeting. Patty said Christmas lights are still around the Community and Friendly Reminder notices have been given. Len said the box truck near him is blocking the sidewalk; Dave said if the truck is blocking the sidewalk, City Code Enforcement should be contacted.

Long Range Planning Report: Jerry Martin said he and Andrew will meet with Mark Lundgren to discuss the new monument sign once Mike is back in town. John asked if Reid could join the Long-Range Planning committee which Jerry agreed to.

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

Financial Report: Ruth Beckmann said the financials are in order. Ruth discussed transferring 2020 funds into the Long Range account based on her analysis. A motion was made to transfer the 2020 year-end balance of \$21, 278.26 from the Assessment Account into the Long-Range Account by Chris Winkley, seconded by Emma Mercado and carried.

Manager's Report: Jodi Landefeld gave the Manager's report. Jodi said she is receiving 2021 annual assessments and setting up monthly committee meetings. Jodi said if anyone on the Board has any items for the March newsletter to please email them to her. John asked if Jerry could include an article on the park benches and plaques.

New Business: Jerry told the Board there are 7 people who have asked for additional benches and discussed various areas around the Community that would have adequate space for a bench. Jerry told the Board CLPOA has recovered most of the expenses from purchasing the 7 benches and plaques. Jerry asked the Board to purchase 7 more benches and plaques. A motion was made to purchase and install 7 park benches at the cost not to exceed \$12,000 by Andrew Riley, seconded by Dave Ottley and carried. Jodi thanked Rebecca for training on Google Docs with her and the Board. Emma told the Board about the gentleman on the FaceBook page that he was very aggressive towards the HOA. Patty said some homeowners were very positive toward the HOA as well as a person who was interested in becoming a Board member and gave out missed information. Patty said she contacted the person about being a Board member. Len said he missed the Google Docs training and wondered if Rebecca had any Google Docs training items. Rebecca will send training videos to Jodi to distribute to the Board.

Meeting adjourned at 8:02 pm

Action Item List
February 9, 2021

1. ARC to monitor dust/debris on new construction lots – ongoing
2. Jerry to contact City of Kennewick traffic commission for details on their next meeting – Phase 2 – pending in person meetings
3. Plaques on benches by Reid and Jerry – end of February – ongoing
4. ARC to update roofing guidelines – on going
5. John & Jerry to speak with owner of blue house on W. 48th - ongoing
6. Emma mentioned Right of Entry lamination and CLPOA identification when going to property owners – ongoing
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 – ongoing
9. Jodi to have new Board member orientation in January 2021 – completed except for Reid
10. Jerry & Andrew to look into new monument sign – ongoing
11. Dog poop pick up and Sign Rule revision included in March newsletter – ongoing
12. Jerry to purchase trash can lid for VP – ongoing
13. Reid to have S. Irby monument light replaced – ongoing
14. Len to identify mailboxes that need lighting – o going
15. Jodi to meet monthly with committees – completed and will be meeting monthly with committees
16. Jodi to set up tutorial with Rebecca for Google Docs training - completed

Action Item List
March 9, 2021

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