



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

BOARD MEETING AGENDA

April 14, 2026 at 6:30 pm

Villas Clubhouse at Canyon Lakes
3701 W. 36th Ave

1. Call to Order – Chairperson Patricia Irving, President
2. Roll Call/Establish Quorum – Anne Eerkes, Secretary
3. Approve the Agenda
4. Approve March Meeting Minutes
5. Community Forum, 3 minutes/person

6. Officer Reports
 - President - Patricia Irving
 - Vice President - Patty Kopp
 - Treasurer - Paul Roberts
 - Secretary - Anne Eerkes
7. Manager's Report - Devin Lundstrom
8. Committee Reports
 - ARC - Paul Roberts
 - Communications - Anne Eerkes
 - CC&R - Emma Mercado
 - Landscaping - Karla Palmer
 - Long Range Planning - Doug Hester
9. Sub-Committee/Ad Hoc Committee Reports
 - CC&R Revision - Patricia Irving
 - Traffic Calming - Karla Palmer
 - Welcoming Committee - Alicia Mercado
10. Old Business
 - Omnibus Governance Resolution
11. New Business
 - CC&R Committee Name Change
 - Agreement with Villas for Clubhouse Use
 - Committee Charter Resolutions
 - Architectural Review
 - Long Range Planning
12. Announcements (Informational)
13. Executive Session
 - To discuss legal matters before the Board
14. Adjourn Meeting



OFFICER'S REPORT

Date of Report: April 6, 2026

Officer Name: Patricia Irving, President

Action Items in-Progress

1. Drafting Policies and Procedures for the following:
 - Document-sharing within CLPOA using DropBox
 - Progressive fine structure for CLPOA Rules violations
 - Specification and Bid Procedure
 - Comprehensive record retention system
2. Drafting Agreements for the following:
 - Maintenance Agreement with the Villas
3. Drafting Resolutions for:
 - Addition of a Student Representative (non-voting) on the CLPOA Board
4. Review of CLPOA Insurance Policies
5. Preparing 5-Year Plan for Long Range Planning

Action Items Completed:

1. Revised an Omnibus Governance Resolution Establishing the Annual Meeting Schedule; Declaring Committees as Advisory; Establishing Official Materials Distribution Procedures; and Authorizing Legal Counsel Engagement
2. Prepared Application to Operate a Child Care Facility
3. Prepared Application to Operate a Business
4. Drafted Agreement for Clubhouse Use with the Villas
5. Revised the Format and Prepared the April CLPOA Newsletter
6. Drafted Terms and Conditions for CLPOA Contracts
7. Drafted Committee Charter Template
8. Drafted Long Range Planning Committee Charter
9. Drafted Documents for Legal Review

Upcoming Action Items:

1. Update a CLPOA Motion Record Template
2. CLPOA Asset assessment
3. Violation and Enforcement Policy
4. Rebranding CLPOA

Proposed Formal Motions:

1. Omnibus Governance Resolution
2. Clubhouse Agreement with the CLVHOA
3. ARC Charter
4. LRP Committee Charter

Additional Comments:

My work has been focused on incorporating standard best practices business procedures for the Association that conform to WA State law, as well as responding to urgent needs.



Vice President Monthly Report

Date of Report: 4/7/2026

Officer Name: Patty Kopp

Action Items In-Progress

1. Understand and applying proposed Board changes
2. Coordinating upcoming neighborhood yard sale with CLPOA Villas
3. Landscaping planning and resolutions on Ely Street project

Action Items Completed

1. Picked up advertisement signs in Canyon Lakes
2. Prepared for and attended management meeting

Upcoming Action Items

1. Understand for further resolution on Board policies

Proposed Formal Motion

1. Motion to accept the Mission Statement that reads "To maintain Canyon Lakes as the premier residential community in the Tri-Cities area".

Additional Comments:

No additional comments



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Treasurer's Monthly Report

March 2026

Date of Report: 07APR26

Officer Name: Paul Roberts

Action Items In-Progress

1. Nothing to report

Action Items Completed

1. Nothing to report

Upcoming Action Items

1. Schedule 2026 Reserve Study

Proposed Formal Motion

1. Nothing to propose

Additional Comments:

Total year to date (YTD) expenses are at \$86,872.27 with 2026 total budget of \$398,385.

Activities this month:

- Attended meeting with insurance broker to discuss CLPOA policies

Attachments:

Treasurer's Summary Report –March 2026.pdf

Profit and Loss – Budget vs Actual – March 2026.pdf

Balance Sheet – March 2026.pdf



Secretary's Monthly Report

Date of Report: 4/2026

Officer Name: Anne Eerkes

Action Items In-Progress

1. Resolution list

Action Items Completed

1. Nothing to report

Upcoming Action Items

1. Nothing to report

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

No additional comments



Manager's Monthly Report

Date of Report 4/05/2026

Officer Name: Devin Lundstrom

Action Items In-Progress

1. Attend weekly management meetings with Board President and Officers
2. Revise the CC&R record template
3. Continue to add CLPOA documents and records to Dropbox files
4. Review of CLPOA Insurance Policies & obtain new quotes
5. Order internet equipment following signed agreement with the Villas
6. Identify current in-home businesses

Action Items Completed

1. Completed minutes from the March Board meeting
2. Create Calendar for Board to use throughout the year
3. Delivered Letters of Appreciation and Certificates to past Board members
4. Worked with printing company on Newsletter for April distribution
5. Posted homeowner payments
6. Completed several bank deposits
7. Fielded homeowner calls and emails regarding invoices, complaints and questions
8. Continued working with each committee on various tasks
9. Mailed out homeowner invoices for March
10. Reconciled bank accounts.
11. Responded to (3) title company requests
12. Processed (2) new homeowners accounts
13. Prepared Board packet for upcoming meeting
14. Updated website with meeting link and documents
15. Processed (12) ARC applications
16. Recorded CC&R violations and mailed notices
17. Prepared (189) CC&R notices and (18) letters
18. Completed AP/AR financial duties
19. Updated electronic mailing list
20. Printed end of month reports for Treasurer
21. Attended weekly management meetings
22. Attended CC&R Revision Committee Meeting
23. Attended Long Range Planning Committee Meeting
24. Attended meeting with Insurance Company to review policies
25. Contacted code enforcement regarding empty lots

Upcoming Action Items

1. Complete monthly manager duties
2. Attend Communications Committee Meeting
3. Contact Fire Department regarding empty lot upkeep
4. Obtain quotes for new insurance broker/carrier
5. Attend HOA Board Member Training



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Architectural Review Committee Monthly Report

Date of Report: 07APR26

Committee Chair: Paul Roberts

Date of Last Meeting: 7/21/25

Last Meeting Attendance: Devin Lundstrom, Paul Roberts, Rick Burr

Date of Next Meeting: TBD

Action Items In-Progress

1. Nothing to report

Action Items Completed

1. Developed draft ARC charter and issued for comment.

Upcoming Action Items

1. Nothing to report

Proposed Formal Motion

None

Additional Comments:

None

Summary of ARC monthly activity:

- 12 project application were received as follows: (5) fence, (2) paint, (1) replace garage doors, (2) roof repair, (1) roof replace, (1) tree removal
- 7 projects approved
- 7 signs delivered for approved project
- 6 sign retrieved from completed project (1 project requested no sign)
- 2 Projects remain delayed until spring



Communications Committee Monthly Report

Date of Report: 4/2026

Committee Chair: Anne Eerkes

Date of Last Meeting: 10/8/25

Last Meeting Attendance: Devin Lundstrom & Anne Eerkes

Date of Next Meeting: 4/8/26

Action Items In-Progress

1. No new items to report

Action Items Completed

1. Next meeting scheduled for 4/8/26 to discuss the Communications Committee Charter

Upcoming Action Items

2. Spring newsletter
3. KID sidewalk repair update – send pics to KID (this will be completed in 2026 or 2027 based on updated information once the KID work is completed)
4. Post about upcoming CLPOA community meeting (ongoing action item)

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

Reminder: For any projects completed from long range planning or the landscaping committee, please send before and after photos if/when applicable.



CANYON LAKES

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CC&R Code Enforcement Committee

Date of Report: April 7, 2026

Committee Chair: Emma Mercado

Date of Last Meeting: N/A

Last Meeting Attendance: N/A

Action Items In-Progress

1. Committee members drive weekly to check the neighborhood for any violations of the CC&R rules and regulations.
2. Continue to fill out and update the violation spreadsheet and give it to Office Manager.

Action Items Completed

The number of green cards and certified letters sent for the month of March are in the office managers' report.

Upcoming Action Items

Recheck repeated violations

Proposed Formal Motion

I propose to change the committee's name to avoid confusion with the name Code Enforcement Committee.

Additional Comments

The Code Enforcement committee will schedule the next meeting once we receive any information from the attorney regarding how to go about the fines.



Landscaping Committee Monthly Report March

Date of Report: 4/7/26

Committee Chair: Karla Palmer

Date of Last Meeting: 3/30/26

Last Meeting Attendance: Karla Palmer, Patty Kopp, Doug Hester

Date of Next Meeting: 4/14/26

Action Items In-Progress

- Ely Project Update:

The masonry wall at the north corner of Ely/37th has been completed. City Turf will begin preparing the planting areas, with plant installation once the irrigation start-up begins in mid-April.

Approval has been received to proceed with the masonry wall at the corner of Ely/40th. KBG Masonry is currently working to obtain the necessary clearances from utility companies before construction continues.

- Annual Canyon Lakes Drive-Through: Andrew Mendenhall (Heritage), Patty Kopp, Doug Hester, and Karla Palmer were in attendance. Doug, who joined the Landscaping Committee in February, had the opportunity to familiarize himself with the common areas he will be monitoring. The drive-through was also used to identify areas of concern and establish priorities for the upcoming year.

Action Items Completed

Two irrigation filters installed by Heritage.

Upcoming Action Items

Evaluate monuments and prioritize repairs.

Proposed Formal Motion

Nothing to propose.

Additional Comments

Heritage Landscaping Monthly Update

March:

- | | |
|-------------------|--|
| ➤ Mowing-biweekly | > Rock bed pre-emergent/spot spray for weeks |
| ➤ Fertilizer | > Weed pulling |
| ➤ Weed pulling | > Shrub spray insects |

April:

- | | |
|---------------------------------|--|
| ➤ Mowing weekly | > New filters (2) installation - completed |
| ➤ Irrigation startup in process | > Spring flowers – in process |
| ➤ Fertilization – in process | |



Long Range Projects Monthly Report

Date of Report: 04/06/2026

Name: Doug Hester, Patricia Irving

Action Items In-Progress

1. Reviewing Fining System and Process.
2. 37th/40th and Ely Wall project 50% complete; awaiting approval from utilities for Contractor construction on utility easement for remaining 50%
3. Bid for Volunteer Park sidewalk repairs awarded to Davis Asphalt, project to be completed by end of April; this is a Reserve Account expense
4. Requesting bids for replacement of the Monument Sign at Olson (off of 27th Ave.) and CLD (next to the canal); this is a Reserve Account expense.
5. Reviewing Reserve document in reference to Monuments, Sidewalks, and Mail Boxes.
6. Seeking community volunteers for future of Volunteer Park. (see newsletter)

Action Items Completed

1. KID gate at canal and Ely has been installed.

Upcoming Action Items

1. Looking forward to completing the wall project at 40th and Ely.
2. Preparation of 5-year Plan.

Proposed Formal Motion

1. Long Range Planning Committee Charter approval

Additional Comments:

Patricia did a great job on the Planning Committee Charter.

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Board of Directors Ad Hoc Committee Report

Date of Report: April 7, 2026

Committee Name: CC&R Revision

Committee Members: Patricia Irving (Chairperson), Matt Purcell, Karla Palmer, Scott Snyder

Meetings Held:

A Subcommittee meeting was held on March 13, 2026 to continue reviewing attorney comments and recommendations on the revised draft of the CC&R document. Attendees included: Patricia Irving (Chairperson), Matt Purcell, Karla Palmer, Scott Snyder and Devin Lundstrom. The subcommittee completed review of the remaining legal comments on the revised draft but still needs to evaluate recommendations that were made for adding additional sections to the CC&Rs.

Action Items in-Progress as Result of Attorney Comments

1. List of follow-up questions for attorney
2. List of changes to highlight for homeowner review

Action Items Completed as Result of Attorney's Strong Recommendations

1. Revised an Omnibus Governance Resolution to address RCW 64.90.445, effective Jan 1, 2026

Upcoming Action Items:

1. Finish review of attorney-recommended addition to CC&Rs
2. Violation and Enforcement Policy
3. Establish mechanism for electronic voting

Proposed Formal Motions:

- Revised Omnibus Governance Resolution R-2026-03

Additional Comments:

The Subcommittee hopes to complete its review of the legal analysis in the coming month and to schedule a Zoom call with the attorney to go over any outstanding issues before finalization of the revised document. Next steps after that will be Board approval and then Homeowner ratification.



Traffic Calming Ad hoc Committee Monthly Report

Date of Report: 4/7/2026

Committee Chair: Karla Palmer

Date of Last Meeting: 2/13/26

Last Meeting Attendance: Janey Antal, Karla Palmer, Ryan Brown

Date of Next Meeting: 4/9/2026

Action Items in Progress

- Contact the City to request information on the process and requirements for implementing traffic-calming measures (e.g., striping CLD, stop signs, crosswalks, etc.), as well as the possibility of City participation in funding these improvements.
- Continue recruiting additional members for the committee

Action Items Completed

Survey results to be published in the April Newsletter.

Upcoming Action Items

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:



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Welcoming Committee

Date of Report: April 7, 2026

Committee Chair: Alicia Mercado

Date of Last Meeting: N/A

Last Meeting Attendance: N/A

Action Items In-Progress

The office manager Devin continues to update the committee of new residences to Canyon Lakes.

Action Items Completed

In the months of March 2026 we visited 8 new residences and welcomed them to Canyon Lakes.

Upcoming Action Items

The committee members plan to visit 3 new residences in the coming days to welcome them to Canyon Lakes.

Proposed Formal Motion

Nothing to report.

Additional Comments

No additional Comments.