



## CANYON LAKES PROPERTY OWNERS' ASSOCIATION

### BOARD MEETING AGENDA

April 8, 2025

THE VILLAS CLUBHOUSE AT CANYON LAKES - 6:30 p.m.

#### **Approve Agenda**

**Roll Call** – Anne Eerkes

**Approval of Meeting Minutes** – Chris Laurion

#### **Officer Reports:**

**President** - Chris Laurion

**Vice President** - Rick Burr

**Treasurer** - Paul Roberts

**Secretary** - Anne Eerkes

**Manager's Report** – Devin Lundstrom

#### **Committee Reports:**

**ARC** - Paul Roberts

**Communications** - Anne Eerkes

**CC&R** – Emma Mercado

**Landscape** - Karla Palmer

**Long Range Planning** - Jack Lynch

#### **Sub-Committee Reports:**

**CC&R Revision** – Scott Snyder

**Traffic Calming** – Karla Palmer

**Welcoming Committee** – Alicia Mercado

#### **Old Business**

1. **Proposed Use of Reserve Funds for KID** – Chris Laurion
2. **Proposed Change to Discounted POA Dues** – Chris Laurion

#### **New Business**

#### **Open Forum**

#### **Adjourn Meeting**



## President's Report

**Date of Report:** 04/03/2025

**Officer Name:** Chris Laurion

### Action Items In-Progress

1. Gathering information regarding a community-wide garage sale.
2. Ongoing communication with KID regarding canal maintenance.
3. Working with ARC on formal ARG Exception Documentation.
4. Working with vendors for gate options on Ely St. by KID canal easement.
5. Still pursuing quorum for annual vote.

### Action Items Completed

1. Attended the KID informational meeting regarding CLWC transition.
2. Met with Paul and Devin to review accounts.
3. Responded to one website inquiry.
4. Transition monthly meeting back to Villas Clubhouse.

### Upcoming Action Items

1. Canyon Lakes Community Garage Sale April 26th.
2. Update CLPOA reference maps.

### Proposed Formal Motion(s)

1. I move that the Board replace our annual dues discount incentive with the following:
  - The board must have the budget and annual dues ratified, and the annual packet in the mail no later than December 31st. If the board fails to achieve this, all homeowners will be considered to have met the discount criteria.
  - Homeowners that return their annual dues as well as their completed annual ballot by the annual meeting, including hand delivery at the meeting, will receive the 15% discount on their annual dues.
  - Any dues received after the annual meeting will not receive the discount, and will be charged the full amount.
  - Any dues received on or after April 1st will incur a 25% penalty.
  - Unpaid dues will incur a 15% interest charge per month after April 1st.
2. I move that the Board use reserve funds to pay for the incurred costs associated with the Canyon Lakes Water Company transition to Kennewick Irrigation District, and replace those funds with a special special assessment on the 2026 dues.

### Additional Comments:

Spring has sprung and there is a significant amount of work that comes along with it! I appreciate the board members that have been working with heritage and KID, making sure that our community is ready for the Summer.

The CLPOA is still 45 votes short of achieving a quorum for our annual vote. We did send out an additional mailer with a ballot and request for more votes. Hopefully the balance of these votes are in the mail and we can put this behind us. If anyone hasn't turned their ballot in, please go to the website, download the ballot, fill it out, and turn it in so we can close this project out.



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KID is nearing completion on their canal work and I am working with their project manager to make sure that all the finishing details (that we have input on) meet our standards. This includes damage to curbing from work vehicles and the gate that will be placed on the canal at Ely Street. KID has also been busy working to expedite the transition of Canyon Lakes Water Company (CLWC) under their umbrella so that everyone has water come the dry days. While this transition will come with some one-time fees, I believe that the end result will be a much more reliable system.

There has been A LOT of interest surrounding the community garage sale. I think we're going to have a phenomenal event with lots of participation. I will create a Facebook Event soon for community members to share, as well as develop the garage sale interactive map to help shoppers find sales in the neighborhood.

The library scheduling is under new management and that resource is no longer a consistently viable venue for the Board. Based on the recent attendance at the monthly meetings, we have opted to return to the Villas Clubhouse for meetings until we find another venue option. In the meantime, the Villas is a great option as returning to a more Canyon Lakes-centric location will hopefully boost attendance.



## Vice President Monthly Report

**Date of Report:** 4/4/2025

**Officer Name:** Rick Burr

### Action Items In-Progress

1. Still working with the city to try to get restricted parking signs or red painted curbs in front of mailboxes.

### Action Items Completed

1. I got KPD involved with illegal parking within Canyon Lakes. They issued several warnings. Homeowners complied, and I have not seen the cars parked in the areas of interest since.
2. Located the manager of the RV and boat storage within the Canyon Lakes area and have a great contact for information for habitual individuals storing their motorhomes and boats in their driveways.
3. Legal counsel has affirmed that the ARG regarding fence maintenance is enforceable. There is no need to add it to a CCR.
4. Contacted the insurance commissioner office and found that homeowners are not responsible for the outer edge on public streets of the block wall, i.e. the house backs up to Ely. However, they are responsible for damage to the wall within their interior property.

### Upcoming Action Items

### Proposed Formal Motion

### Additional Comments:



## Treasurer's Monthly Report

**Date of Report:** 04/03/25

**Officer Name:** Paul Roberts

### **Action Items In-Progress**

1. Nothing to report.

### **Action Items Completed**

1. Transferred balance of \$1,561.63 from old ARC account 3295 to Long Range Planning (Reserve) account 1541. Account 3295 closed.

### **Upcoming Action Items**

1. Nothing to report.

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**

No comments

### **Activities this month:**

Met with Chris Laurion, previous Treasurer, and Devin Lundstrom, CLPOA Manager, to sign checks and review QuickBooks.

### **Attachments:**

Treasurer's Report – March 2025.pdf

Profit and Loss – Budget vs Actual – March 2025.pdf



## Secretary's Monthly Report

**Date of Report:** 4/2025

**Officer Name:** Anne Eerkes

### **Action Items In-Progress**

1. Formal definition of the Secretary role & responsibilities

### **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:** 3/31/2025

**Manager's Name:** Devin Lundstrom

### **Action Items In-Progress**

1. Updating CC&R tracking sheet.
2. Obtaining information from collections agencies.

### **Action Items Completed**

1. Preparation of the spring newsletter.
2. Cleaned up QuickBooks accounts.
3. Completed minutes from March meeting.
4. Posted homeowner payments.
5. Added Paul to bank accounts.
6. Updated banking requisition for 2025.
7. Made several bank deposits in March.
8. Checked mailbox weekly.
9. Fielded homeowner calls and emails.
10. Continued to work with each committee on various tasks.
11. Mailed out homeowner invoices.
12. Reconciled bank accounts.
13. Completed AP financial duties.
14. Filed WA Secretary of State
15. Updated website with meeting link and documents.
16. Prepared Board packet for the meeting.
17. Responded to (7) title company requests.
18. Drove designated CC&R route.
19. Processed (11) ARC applications.
20. Prepared and mailed (21) CC&R green cards.
21. Prepared and mailed (5) letters.

### **Upcoming Action Items**

1. Complete monthly manager duties.
2. Drive CC&R route and send out violation notices and letters.

### **Additional Comments:**



## Architectural Review Committee Monthly Report

**Date of Report:** 03/03/2025

**Committee Chair:** Paul Roberts

**Date of Last Meeting:** 06/22/2024

**Last Meeting Attendance:** Chris Winkley, Emma Mercado, Devin Lundstrom, Paul Roberts, Rick Burr

**Date of Next Meeting:** TBD

### Action Items In-Progress

1. Find third member for Committee
2. Resolve issue with deed request.

### Action Items Completed

1. Nothing to report.

### Upcoming Action Items

1. Nothing to report

### Proposed Formal Motion

None

### Additional Comments:

### Summary of ARC monthly activity:

- Ten project applications were reviewed and approved, consisting of the following: Stucco/paint, window replacement, front door replacement, shed construction, gazebo construction, driveway repair, fence/landscaping.
- One project application was not approved due to non-conforming paint selection.
- Two signs were delivered for approved projects.
- Five signs were retrieved from completed projects.





## Communications Committee Monthly Report

**Date of Report:** 4/2025

**Committee Chair:** Anne Eerkes

**Date of Last Meeting:** 3/18/25 Email correspondence (unable to meet in person)

**Last Meeting Attendance:** Chris Laurion, Devin Lundstrom, Scott Snyder & Anne Eerkes

**Date of Next Meeting:** 4/22/25 6:30-7:30 PM

### Action Items In-Progress

1. Anne FB – share the differences between CLPOA & Community FB site
2. Devin – Finalize April newsletter to be sent out – mail & paperless

### Action Items Completed

1. Anne – updated FB, summary of KID meeting – Completed 3/15/25
2. Scott to put together MailChimp – Completed 3/2025
3. Chris – Connect Alisha and Patty for the yard sale - Completed 3/2025
4. Chris – handing off sink hole information to landscaping - Completed 3/2025
5. Devin – Mock up April Newsletter, include board changes, quorum needs, reserve study cover sheet, KID update, garage sale planning, dog clean up, spring cleaning, fence maintenance, neighborhood watch – Completed 3/2025
6. Devin -First paperless communication to those who did not submit a vote yet – Completed 3/2025
7. Anne - Updated FB for Annual meeting location change – Completed 3/2025
8. Anne – Updated FB, before/after pics of landscaping projects (flag lot & Estates)– completed 3/2025
9. Chris – Updated FB with Garage sale interest requests – completed 3/31/25

### Upcoming Action Items

1. Anne & Devin – work on a binder with standard information for the repetitive items
2. Communications team - Newsletter topics – ongoing – Next newsletter to be sent in July
3. Event planning
4. Chris – KID sidewalk repair update – send pics to KID (this will be completed in 2026 once the KID work is completed)

### Proposed Formal Motion

1. Nothing to propose.

### Additional Comments:

Thank you landscaping committee for sending the before and after pictures. There was some positive feedback of the community being able to see what is being done.

## **Chairperson CC&R Report**

**Date of Report:** 04/02/2025

**Officer Name:** Emma Mercado

### **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 violation spreadsheet.

### **Action Items Completed**

1. 21 Green cards sent out for 6 Fence maintenance, 4 Garbage cans, 7 Lot upkeep, and 4 RV/Boat Storage.
2. 5 Letters sent out for 3 Lot upkeep and 2 Boat storage.

### **Upcoming Action Items**

1. Re-check if repeated violators have corrected their violation.

### **Proposed Formal Motion**

1. Nothing to propose or make any motion.

### **Additional Comments:**

1. I propose that Devin submit in the same spreadsheet what she is doing to keep us informed of the violations the committee members have documented.



## Landscaping Monthly Report

**Date of Report:** 04/3/2025

**Committee Chair:** Karla Palmer

**Date of Last Meeting:** March 10, 2025

**Last Meeting Attendance:** Karla Palmer, Patty Kopp

**Date of Next Meeting:** April 8, 2025

### Action Items In-Progress

1. Flag Lot – under consideration – bollard installation to deter unauthorized vehicles accessing this area.
2. Flag Lot - a letter will be sent to homeowners adjacent to the flag Lot, reminding them that dumping is prohibited and advising them to report any unauthorized use to CLPOA and the non-emergency police line.

### Action Items Completed

1. Flag Lot cleanup: complete.
2. Flag Lot Partial Conveyance: Karla and Patty decided to discontinue discussions on this matter, as it is not a high priority, and the effort required would likely outweigh the potential benefits.
3. The upgrades at The Estates Monuments on Irby and CLD have been completed.

### Upcoming Action Items

Nothing to report.

### Proposed Formal Motion

Nothing to propose.

### Additional Comments

1. No homeowner complaints or issues were reported in March.
2. Follow-up on the sinkhole: The City scoped the pipe between the two dry wells and found no damage.
3. Heritage March Update:
  - Mowing: Every-other-week mowing continued through March, with weekly mowings beginning in April.
  - Fertilization: The first fertilizer application was applied the last week of March.
  - Weed Control: Pre-emergent herbicide was applied to landscape beds.
  - Irrigation: City water irrigation has been activated at certain locations, while KID irrigation will be available around April 15.
  - Seasonal Planting: Seasonal flowers will be planted throughout April.



## Long Range Planning Committee Report

**Date of Report:** 04/04/2025

**Officer Name:** Jack Lynch

### **Action Items In-Progress**

1. We are in process of obtaining quotes for fence repairs.

### **Action Items Completed**

1. Re-defined scope of work to get accurate bids for repairs.

### **Upcoming Action Items**

1. Nothing to report.

### **Proposed Formal Motion**

### **Additional Comments:**



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## CC&R Review Committee Monthly Report

**Date of Report:** 04/03/2025

**Committee Chair:** Scott Snyder

**Date of Last Meeting:** 03/07/2025

**Last Meeting Attendance:** Scott Snyder, Patricia Irving, Jack Lynch

**Date of Next Meeting:** 04/11/2025

### **Action Items In-Progress**

1. Reviewing Section 10 of CC&Rs.

### **Action Items Completed**

1. Received initial feedback from new legal counsel

### **Upcoming Action Items**

1. Submit updates to Board for preliminary review.
2. Submit updates for community review.
3. Submit updates for legal review.
4. Submit updates for community vote at annual meeting.

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**

No additional comments.



## Traffic Calming Committee Monthly Report

**Date of Report:** 4/3/2025

**Committee Chair:** Karla Palmer

**Date of Last Meeting:** 3/6/25

**Last Meeting Attendance:** Karla Palmer, Curt Coulter, Janey Antol, Zola Fritts, Mary Kay Edwards

**Date of Next Meeting:** 4/8/25

### **Action Items In-Progress**

### **Action Items Completed**

1. Questions for Cary Roe, City of Kennewick, consolidated and submitted.

### **Upcoming Action Items**

1. Meeting April 8<sup>th</sup> with Cary Roe and Traffic Calming Committee

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**

The committee submitted fifteen questions to Cary Roe in advance of our meeting on April 8th to ensure a productive discussion and gain insight into the process. Additionally, we want to determine if the city has a role to play in bringing forward effective solutions for traffic calming to Canyon Lakes.