



**AGENDA FOR BOARD MEETING**  
**March 10, 2025**  
**CANYON LAKES PROPERTY OWNERS' ASSOCIATION**

**MID-COLUMBIA LIBRARY, KENNEWICK BRANCH - 6:30 p.m.**

**Approve Agenda**

**Introduction of New Board – Chris Laurion**

**Roll Call – Anne Eerkes**

**Approval of Annual 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. Canyon Lakes Water Company – Anne Eerkes**

**New Business**

- 1. Canyon Lakes Garage Sale Event – Chris Laurion**
- 2. Proposed Change to Discounted POA Dues – Chris Laurion**

**Open Forum**

**Adjourn Meeting**



## President's Report

**Date of Report:** 03/05/2025

**Officer Name:** Chris Laurion

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

1. Transitioning legal representation.
2. Gathering information regarding a community-wide garage sale.
3. Ongoing communication with KID regarding canal maintenance.

### **Action Items Completed**

1. Created new report templates for committees and officers.
2. Completed Treasurer handoff with Paul Roberts.
3. Attended LRP, Communications, and Landscaping Committee meetings.
4. Responded to five website inquiries.

### **Upcoming Action Items**

1. Attend City Traffic Calming Meeting 06MAR25.
2. Attend KID informational meeting in regard to CLWC.
3. Update CLPOA reference maps.

### **Proposed Formal Motion(s)**

1. I move that the Board approves sponsoring and organizing a community-wide garage sale.
2. I move that the Board replace our early return discount on annual dues, and base the discount on the successful return of the annual ballot instead.

### **Additional Comments:**

February and March have been a whirlwind as we transition our Board leadership and integrate new directors into their roles. Part of that transition will be in the way we organize and run our monthly meetings and present information to the community. I expect there to be some bumps on the path as we make changes, but I see the tenure, experience, and dedication of the current Board moving us toward a very productive 2025.

Once all the votes had been counted from our 2025 Annual Election, the Board found itself well short of our 25% return to reach quorum. While it is unreasonable to believe that we could achieve 100% involvement from the community, the less than 17% that did respond reflects poorly on the state of our organization. This failed response not only causes delays in our Board's operation, but also generates additional, unnecessary costs to the community. Participation and feedback from our neighbors is what will keep Canyon Lakes a premiere neighborhood in Tri-Cities. To encourage participation in our annual election, I plan to make a motion to transition our annual dues discount from a time-based discount, to one based upon the successful submission of the annual ballot.

In response to the 2024 annual survey, I am pursuing the organization of a community-wide garage sale. Of all the ballots returned, this was the single biggest community event requested. The Villas runs a community garage sale that has operated successfully for more than a decade. With a fairly low cost to organize and an easy opportunity to build our sense of community, I hope to champion this activity and will push to organize it in parallel with the Villas annual sale.



# CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Regarding resident participation, there are many ways to get involved with the Board, and a number of committees that could use the help! There are numerous benefits to being an active member of a committee: help shape an aspect of the community you have specific experience with, provide input on matters that have special significance to you or your property, etc. All without the same official responsibility or time commitment of being a sitting Board member. If nothing else, taking the time to attend the monthly meeting or review the minutes and providing feedback will help our Board improve and provide a better service to the community.



## Vice President's Monthly Report

**Date of Report:** 3/6/2025

**Officer Name:** Rick Burr

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

1. Researching legalities on fence maintenance and homeowner responsibility.
2. Verifying ARC report and inventorying signs.
3. Researching proper avenue to restrict parking in front of the mailboxes.

### **Action Items Completed**

1. Nothing to report at this time.

### **Upcoming Action Items**

1. Nothing to report at this time.

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**

Verifying ARC report and inventorying signs. No response from homeowners that are still listed on the ARC report as having projects not completed and still have a sign assigned to them. These date back early to mid-2024.

Researching the proper avenue to restrict parking in front of the mailboxes. Requesting information from the USPS and City of Kennewick. Once options are verified, I will seek bids to present to the Board for approval and budget availability. Possible option is to have the curb in front of the mailboxes painted red.



## Treasurer's Monthly Report

**Date of Report:** 03/08/25

**Officer Name:** Paul Roberts

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

1. Nothing to report.

### **Action Items Completed**

1. Met with Chris Laurion, previous Treasurer and Devin Lundstrom, CLPOA Manager, to hand off Treasurer duties and review monthly reconciliation process.
2. Prepared budget template for monthly report and entered data for January and February.
3. Performed "deep dive" on annual Reserve Study to better understand how values are developed.

### **Upcoming Action Items**

1. Added to CLPOA bank accounts.

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**

No comments



## Secretary's Monthly Report

**Date of Report:** 03/08/2025

**Officer Name:** Anne Erkes

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

1. Using the email campaign to pursue quorum for the annual election.
2. Formal definition of the Secretary role and 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:** 3/6/2025

**Officer Name:** Devin Lundstrom

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

1. Preparation of the spring newsletter.
2. Obtaining information from collection agencies.
3. Updating CC&R tracking sheet.
4. Cleaning up QuickBooks reports.

### **Action Items Completed**

1. Updated Board Directory
2. Prepared Board binders for new members.
3. Completed Treasurer hand off with Chris Laurion and Paul Roberts.
4. Completed minutes from February Annual Meeting.
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. Attended Communications Committee meeting.
10. Mailed out homeowner invoices.
11. Reconciled Bank Accounts
12. Responded to (8) title company requests.
13. Processed (5) new homeowners accounts.
14. Prepared Board packet for meeting.
15. Updated website with meeting link and documents.
16. Processed (3) ARC applications.
17. Drove designated CC&R route.
18. Prepared (14) CC&R notices and letters.
19. Worked with accountant on quarterly taxes.
20. Completed AP financial duties.

### **Upcoming Action Items**

1. Continue working with Communication Committee on the spring newsletter.
2. Complete monthly manager duties.
3. Drive CC&R route and send out violation notices and letters.

### **Additional Comments**



## Architectural Review Committee Monthly Report

**Date of Report:** 03/06/2025

**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. Nothing to report.

### Action Items Completed

1. Nothing to report.

### Upcoming Action Items

1. Action Item #1 Submit proposal to Board on additional roofing colors at March board meeting

### Proposed Formal Motion

1. I move that the board approves the following changes (in red) to the CLPOA Architectural Rules and Regulations (ARG) Section 5.8 Roofing:

Architectural asphalt shingles, clay, cement fiber tiles or slate are the only material that will be approved for roofing materials unless specifically approved by the ARC. Standing seam metal roofing shall only be installed on patio covers, window awnings and over bay windows. Local suppliers can provide detailed specifications, colors and samples. The color for architectural asphalt shingles shall be "Weathered Wood" or equivalent, **black, or dark gray/charcoal**. The ARC Application shall specify the selected manufacturer, name, number and color of roofing material.

In accordance with the CC&Rs, the Board needs to approve the change.

Excerpt from CC&Rs 8.5 [Architectural Review Committee] Duties and Rules.

In furtherance of these functions of the Committee, the Board may from time to time adopt, amend, and repeal rules and regulations to be known as the "Architectural Review Committee Rules" establishing the Committee's operating procedures and interpreting, detailing and implementing the provisions of the instruments to which it is charged with responsibility.

### Additional Comments:

Recent applications requesting black shingles have been rejected  
Black and dark gray are popular colors on new construction





# CANYON LAKES

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**Summary of ARC monthly activity:**

- Three project applications were reviewed and approved, consisting of the following: Roof, pergola, window replacement
- Two signs were delivered for approved projects
- Two signs were retrieved from completed projects.
- Contacted former board member as possible third member of ARC

ARC Approved CLPOA Projects					
Sign #	Address	Plans	Location	Planned Completion Date	Comments
12	4005 S. 42nd Ave.	Landscaping	Backyard	May '24	
	3505 S. Ledbetter St.	Fence, Landscaping		1 month	Postponed, will let us know
6	2919 W. 43rd Ct.	Roof repair	Roof	May '24	Notified of start date 5/13/24
	3807 W. 40th Pl.	Paint	Paint	August '24	
11	3904 S Irby St	Paint	Paint	May '24	
	3314 W. 30th Ave	Paint	Paint	Upon Approval	
	3709 S. Johnson St	Pergola	Backyard	August '24	Deliver sign mid-August
15	3505 S. Morain	Fence	Fence	August '24	
	4209 S. Neel Ct.	Paint	Paint	August '24	Deliver sign mid-August
	4100 S. Fisher St.	Swimming Pool / Pergola	Backyard	August '24	Deliver sign mid-August
21	4117 S. Keller Street	Landscaping	Backyard	October 24'	
	3606 S. Morain Street	Paint	Paint	08/15/24	Requested no sign
	3407 W. 38th Ave.	Retaining Wall / Pergola	Backyard		Start Date Upon Approval
	4302 W. 35th Street	Fence/Gates	Fence	ASAP	
19	4007 S. Green Street	Pool	Backyard		
	3106 S. Neel Place	Chimney	Chimney	12/20/24	
	2814 W. 43rd Ct	Lighting	Lighting		sign picked up
20	4502 S. Reed Street	Swimming Pool	Backyard	12/01/24	
9	3101 W. Canyon Lakes Dr	Solar Panels	Roof	01/01/25	
26	2918 S. Huntington Court	Roof & Gutters	Roof	02/10/25	
18	2804 W. 37th Ave	Pergola	Pergola	02/10/25	
	3506 W. Canyon Lakes Dr	Windows	Windows	05/01/25	
Pending Applications					
	Address	Plans	Location	Planned Start Date	Comments
	3404 W. 42nd Ave	Driveway	Driveway		Waiting for approval.



## Communications Committee Monthly Report

**Date of Report:** 3/2025

**Committee Chair:** Anne Eerkes

**Date of Last Meeting:** 2/18/2025

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

**Date of Next Meeting:** 3/18/25 6:30-7:30 PM

### Action Items In-Progress

1. Scott to put together MailChimp – in progress as of this document
2. Chris – Connect Alisha and Patty for the yard sale
3. Anne FB – share the differences between CLPOA & Community FB site
4. Chris – KID sidewalk repair update – send pics to KID
5. Chris? Verify landscaping has information about reported sink hole(s)
6. Devin – Mock up April newsletter then will discuss at 3/18 communication meeting

### Action Items Completed

1. Devin to put annual meeting voting document on CLPOA site – Complete 2/18
2. Anne – post link on fb to CLPOA site for annual meeting voting document - Complete 2/18
3. Devin-FAQ page developed for the annual meeting posted to the documents site – Completed
4. Anne FB - playground update – structure, padding & playground, artificial turf – (someone in the community linked it to the CLPOA site 2/19)
5. Posted the KID notice – meeting 3/13/25 - Completed 3/5/25

### 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 April
3. Event planning
4. Anne FB – Once votes completed: Post departing board members (Reid or all?) and New board members
5. First paperless communication to go out to those who did not submit a vote yet

### Proposed Formal Motion

1. Nothing to propose.

### Additional Comments:

Can the LRP committee list the solar light stations slated for 2025?

Can landscaping list the entrance signs slated for 2025 updates?

Reminder to all committees – if your group does any work, like an entrance sign refresh for example, please send before and after pictures to the communications committee so we can post these 'wins' on the FB page.



## Landscaping Committee Monthly Report

**Date of Report:** 3/6/2025

**Committee Chair:** Karla Palmer

**Date of Last Meeting:** 2/22/2025

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

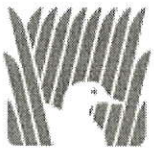
**Date of Next Meeting:** TBD

### Action Items In-Progress

1. Flag Lot Cleanup: Patty Kopp, Reid Klei, Chris Laurion met at the common area located 3210 S. Volland, to discuss clean up. We agreed that all debris is to be removed, the trees and shrubs cut down and the fence along Highway 395 to be repaired. Patty has received two bids for this work, a determination will be made this week as to which bid we will accept.
2. Flag Lot partial conveyance. Karla Palmer/Patty Kopp are evaluating the possibility of conveying a portion of this lot. At present, KID has several irrigation lines and valves located on the south side of this property. CLPOA has previously approached them if they had an interest in taking over ownership of this property. They declined. In early February (2025) Karla contacted KID and asked if they would support a conveyance should a neighboring property owner be interested. Ruvyn Grinchuk, KID staff engineer, reported that yes, that could be worked out. Looking at the property layout, there appears to be only one way to divide the lot (see map). Our next step is to contact the adjacent homeowner to see if they have any interest in taking ownership.
3. Flag Lot: The landscaping committee is considering the addition of a cable chain across the driveway. This would serve as a deterrent to keeping cars from accessing this area. Karla asked Ruvyn G. (KID) would KID approve the installation of two metal posts set in concrete on either side of the driveway, attach a heavy-duty cable chain to the posts (and a no trespassing sign). For ease of KID access there would be no lock. Ruvyn will take this question to their next staff meeting and get back to us.
4. We have obtained 2 bids for the improvement of the Estates Monuments at Ely and CLD. The first bid was to completely remove all shrubs and rock, which was cost prohibitive for our budget. These monument areas are the largest in CL thus the costliest. After communicating with Heritage, we have asked them to make improvements to these areas at the same time that they perform the spring pruning and cleanup. Patty will monitor this project, so it is completed to our satisfaction.

### Action Items Completed

1. Maintenance Bond. (Heritage) It was determined through several conversations with Jack Lynch/Karla Palmer and Heritage's Insurance agent, that the maintenance bond would be cancelled. Jack suggested that when the next contract negotiation comes around that we consider asking that the Performance Bond be included in the bid.
2. Sink Hole. A sink hole was discovered at a CLPOA common area by a nearby neighbor. Patty Kopp, Reid Klei, Chris Laurion and Karla Palmer met with the neighbor at the site. (CL Drive and 40th) Roto Rooter was called out to determine the cause.



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The diagnostician removed the drainage cover at the street, and the two down the hill. Both holes at the site had drained and were mostly empty of water. He wanted to get a measurement at the sink hole as to how deep it went. The ground was hollow under the grass. He hit solid ground about 1 – 1.5 ft under the grass. His next step was to contact their excavation person and call the City of Kennewick. The next day (Monday) we received a call from a City of Kennewick engineer. He had been to the site and concluded that this was a City of Kennewick drainage pipe, and they would take responsibility to repair/replace the pipe. He will keep us informed as the repair moves along.

3. CLPOA Website inquiry: Location – up hill from CLD and S. Olson. A homeowner shared his concern that there was an area in the street next to our common area on S. Olson where water was seeping out of the sidewalk cracks and road apron. Individually, Patty K., Karla P., Reid Klei and Chris L. visited the site. We all agreed it looks like it was rain/snow run-off that had seeped from up the hill, under the road and washed out close to the corner of Olson and CLD. Patty K. responded to him by email that we will keep an eye out for this to worsen, but he should contact the city of Kennewick as this is located on City property.
4. 2/23. A semi-truck entering Canyon Lakes from 27th was driving too close to the curb and caught a large tree limb between the two trailers. Since this occurred on Sunday, Chris, Rick and Patty went to the location to clean up what they could. On Monday Heritage removed the debris and cut the hanging limb. Chris obtained the driver's insurance information. When we receive an invoice from Heritage, we plan to forward that statement to the driver's insurance company for payment.

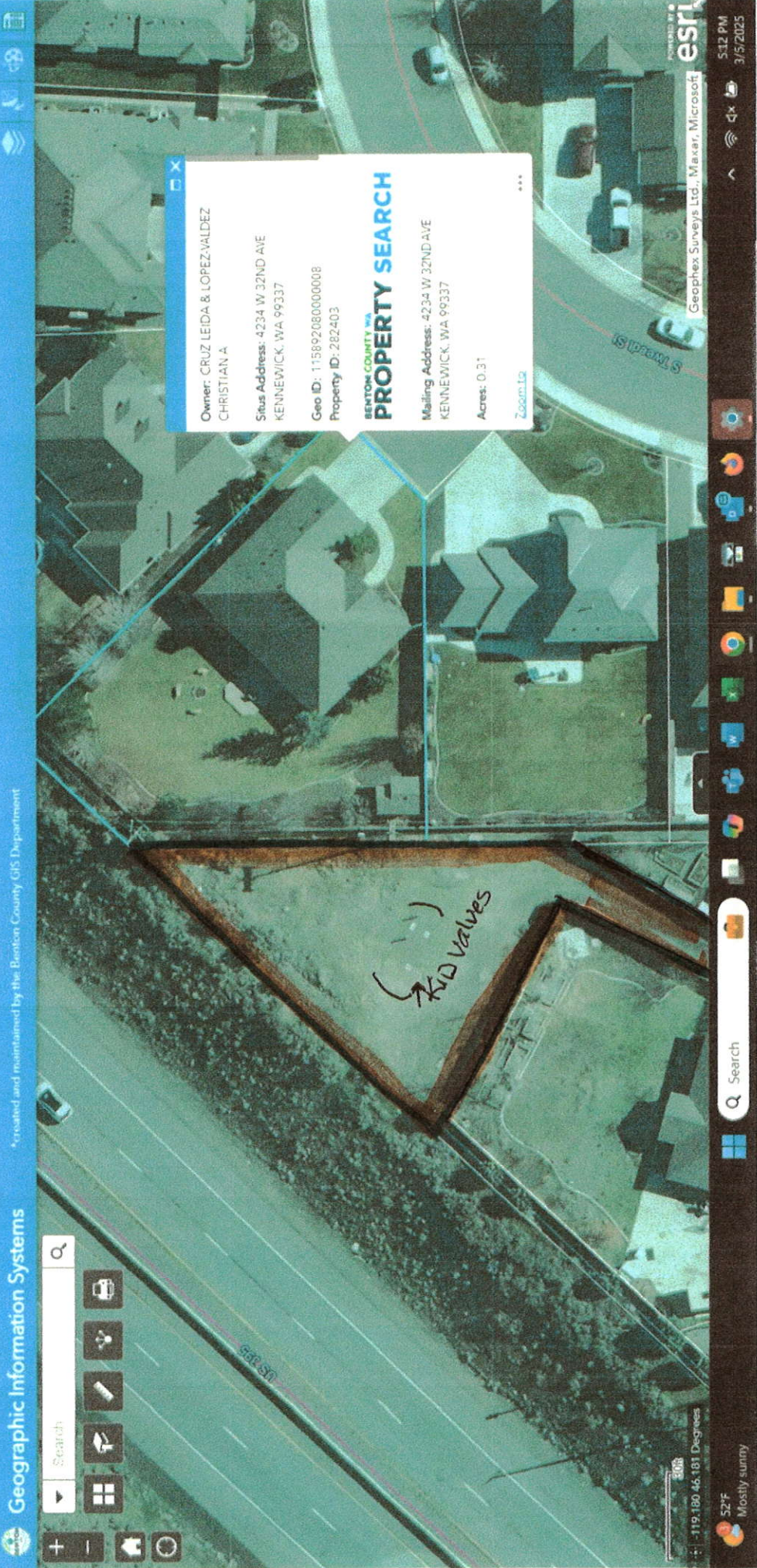
### **Upcoming Action Items**

1. Nothing to report.

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**



Volland Ct  
Common Area  
(Flag Lot)



## Long Range Planning Committee Monthly Report

**Date of Report:** 3/9/2025

**Committee Chair:** Jack Lynch

**Date of Last Meeting:** 2/2025

**Last Meeting Attendance:** Jack Lynch, Doug Hester, Chris Laurion

**Date of Next Meeting:** TBD

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

1. Obtaining quotes for Ely Street masonry wall damage.
2. Evaluating seal coat for walkway in Volunteer Park.

### **Action Items Completed**

1. Doug and Jack reviewed the seal coat and will be recommending this budget item to be changed to repair and crack sealing with updated budget amounts.

### **Upcoming Action Items**

1. Proposed formal motion. We feel that the time is past for spending money on seal coating as this will not add any value. It is my experience that the only time for sealing asphalt is within one year of new paving. Beyond this time there is no structural value for seal coats.

### **Proposed Formal Motion**

1. A motion to obtain patching and crack sealing quotes for walkway repairs, and use the budget money now allocated for seal quote for this purpose.

### **Additional Comments:**



## CC&R Revision Committee Monthly Report

**Date of Report:** 3/7/2025

**Committee Chair:** Scott Snyder

**Date of Last Meeting:** 3/7/2025

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

**Date of Next Meeting:** 3/16/2025

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

1. The committee met and is continuing to work through the document revision process.

### **Action Items Completed**

1. Nothing to report.

### **Upcoming Action Items**

1. Nothing to report.

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**



## Traffic Calming Committee Monthly Report

**Date of Report:** 3/6/2025

**Committee Chair:** Karla Palmer

**Date of Last Meeting:** 3/6/2025

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

**Date of Next Meeting:** TBD

### Action Items In-Progress

1. Karla Palmer and Mary Kay Edwards will consolidate the questions that the committee came up with at our meeting. These questions will be mailed to Cary Roe at the City of Kennewick. A meeting with Cary will be scheduled for next week.

### Action Items Completed

1. Nothing to report.

### Upcoming Action Items

1. Nothing to report.

### Proposed Formal Motion

1. Nothing to propose.

### Additional Comments: