



CANYON LAKES PROPERTY OWNERS' ASSOCIATION

BOARD MEETING AGENDA

October 14, 2025

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

Approve Agenda

Roll Call – Anne Eerkes

Approval of Meeting Minutes – Rick Burr

Officer Reports:

President – Rick Burr

Vice President – Patty Kopp

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

CC&R Revision Committee Update

KID Assessments Status

Gate by KID Canal Status

New Business

Annual Meeting Preparation

Open Forum

Adjourn Meeting



President's Monthly Report

Date of Report 10/09/2025

Officer Name: Rick Burr

Action Items In-Progress

1. Working on manager review.
2. Seeking new board members.

Action Items Completed

1. Attended meeting with KID
2. Working with homeowners on neighbor complaints. 4 individual issues.
3. Made decision to cease any further involvement in attorney vs. attorney cost recovery.
5. Signed permits for wall construction on canal on Ely.

Upcoming Action Items

Additional Comments



Vice President's Monthly Report

Date of Report 10/09/2025

Officer Name: Patty Kopp

Action Items In-Progress

1. Rick, Scott, and I met with KID regarding irrigation surcharges and assessments. Our take-aways were:
 - KID hasn't voted to take over the CLWC yet, so engineering plans have not yet begun. Most likely, this will not be completed until 2027. Until then, the current system will be in place.
 - CLPOA's special assessment costs for 11 affected common areas will be approx. \$22,000, spread out over 10 years; so there will be minimal impact on our budget, once the surcharge is in effect. We will need to include this in our budget, beginning in 2027.
 - Individual homeowner assessments aren't based on square footage of property, but on available water volume, whether it is utilized or not.
 - When irrigation pressure is inadequate in common areas and on our own property, we should call the KID customer service number (509-586-9111) to inform them. This information and phone number should be included in our spring newsletter.

Action Items Completed

1. We heard back from Heidi Ellerd that we are under no obligation to purchase the property on Williams Street behind Riverwalk Estates.

Upcoming Action Items

Additional Comments



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Treasurer's Monthly Report

Date of Report: 10/11/25

Officer Name: Paul Roberts

Action Items In-Progress

1. 2026 budget

Action Items Completed

Upcoming Action Items

1. Review Reserve Account budgets
2. Schedule 2026 Reserve Study

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

Total year to date expenses are at \$214,500 with 2025 total budget at \$339,900, indicating 63% spent, with a projected under run of \$43,900. Forecast includes a 10k allowance for Landscaping (tree removal).

I would like to review the 2026 budget during the October 14 meeting to get a final agreed-to budget in time for the November meeting at which time the budget will need to be approved by the board and mailed to property owners before November 30.

Activities this month:

Proposed 2026 budgets received from committee chairs/budget owners.

Attachments:

Treasurer's Summary Report –September 2025.pdf

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

Forecast – September 2025



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Secretary's Monthly Report

Date of Report: 10/2025

Officer Name: Anne Eerkes

Action Items In-Progress

1. Nothing to report

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 10/10/2025

Officer Name: Devin Lundstrom

Action Items In-Progress

1. Updating CC&R tracking sheet.
2. Organizing computer files, organizing storage boxes
3. Continuing to work on the CC&R violations, sending notices.

Action Items Completed

1. Completed minutes from September Meeting.
2. Posted homeowner payments.
3. Completed bank deposits.
4. Fielded homeowner calls and emails regarding invoices, complaints and questions.
5. Continued working with each committee on various tasks.
6. Mailed out homeowner invoices.
7. Reconciled bank accounts.
8. Responded to (9) title company requests.
9. Processed (7) new homeowners accounts.
10. Prepared Board packet for meeting.
11. Updated website with meeting link and documents.
12. Processed (11) ARC applications.
13. Drove designated CC&R route.
14. Prepared (85) CC&R notices and (20) letters, and (2) certified letters.
15. Completed AP financial duties.
16. Updated homeowner mailing list.
17. Recorded and paid invoices.
18. Mailed letter to Bret Ulrich, terminating any further action on legal case.
19. Attended Communications Committee meeting.
20. Contacted CLGC regarding annual meeting rental space.

Upcoming Action Items

1. Complete monthly manager duties.
2. Drive CC&R route and send out violation notices and letters.
3. Continue revising the CC&R tracking sheet.

Additional Comments



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Architectural Review Committee Monthly Report

Date of Report: 10/11/2025

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. Find third member for Committee.

Action Items Completed

1. Notified homeowner of requirements and options for deed transfer/boundary line adjustment.
2. Reviewed drawings for new construction. Comments provided to property owner.

Upcoming Action Items

1. Nothing to report

Proposed Formal Motion

None

Additional Comments:

Summary of ARC monthly activity:

- 11 project applications were received as follows: (3) Fence, (2) Paint, (1) Tree removal, (1) Window replacement, (2) Deck, (1) Sod, (1) Generator
- 11 projects approved
- 6 signs were delivered for approved projects
- 5 signs were retrieved from completed projects.



Communications Committee Monthly Report

Date of Report: 10/10/2025

Committee Chair: Anne Eerkes

Date of Last Meeting: 10/8/25

Last Meeting Attendance: Devin Lundstrom & Anne Eerkes

Date of Next Meeting: TBD

Action Items In-Progress

1. Fall newsletter to possibly include:
 - a. KID meeting update
 - b. New incentive ballot
 - c. Snow removal reminders & what the homeowner is responsible for
 - d. Budget disclosure
 - e. Coyote reminder with winter approaching

Action Items Completed

1. Reviewed current content for the newsletter

Upcoming Action Items

1. Communications team - Newsletter topics – ongoing – Next newsletter to be sent in Oct/Nov
2. 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)

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

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



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

CC&R Committee Report

Date of Report: 10/11/2025

Committee Chair: Emma Mercado

Date of Last Meeting: N/A

Date of Next Meeting: TBD

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. For the month of September the following correspondence was sent to the residence. 85 green cards, 20 letters, and 2 certified letters.

Upcoming Action Items

1. Recheck repeated violations
2. Schedule CC&R committee meeting

Proposed Formal Motion

1. Nothing to propose or make any motion.

Additional Comments

1. No additional comments.



Landscaping Committee Monthly Report

September 2025

Date of Report: October 11, 2025

Committee Chair: Karla Palmer

Date of Last Meeting: 9/15/25

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

Date of Next Meeting: 10/14/25

Action Items In-Progress

Ely Landscaping Project – Phase One Update:

- Phase One of the Ely landscaping project has been successfully completed. All affected neighbors were notified in advance. We appreciate their cooperation and positive response; they expressed appreciation for being kept informed throughout the process.
- During this phase, all shrubs were removed and the stumps ground. Excess dirt and rocks were also cleared in preparation for new plantings.
- There are several missing or broken fence boards. This is either a result of the arborvitae removal or the boards were already in disrepair and previously hidden.
- We hired City Turf Empire for this phase of the project and are pleased with their professionalism and quality of work.
- Looking ahead, Phase Two is in the works for spring. A contractor has not yet been selected for this phase.

Action Items Completed

- South Hill monument landscaping
- Replacing grasses on CLD and Hildebrand; Andrew has been asked to replace one unhealthy sedum.
- Weeds trimmed along Hildebrand, thanks to Code Enforcer.
- Three homeowner concerns about irrigation issues are resolved.
- Homeowner on Morain trimmed his trees hanging in the street.

Upcoming Action Items

- Trees on CLD between Olson and 30th need further trimming prior to paying the invoice.
- Heritage to trim grass and prune roses on CLD, as per homeowner request.
- Homeowner was notified about dumping debris into flag lot. Bid to clean up this area is pending.
- Homeowner requests tree-trimming on South Hill property, in progress.

Proposed Formal Motion

Nothing to propose.

Additional Comments

Heritage Fall Schedule

- October: mowing will switch to bi-weekly. Mid-October: winterize the irrigation system.
- November: the last mowing of the season. Fall pruning complete.
- December/January/February: 2 cleanups each month focusing on blowing leaves, debris cleanup and pulling weeds.
- February is typically an off month for services.



Traffic Calming Ad hoc Committee Monthly Report

Date of Report: 10/11/25

Committee Chair: Karla Palmer

Date of Last Meeting: 9/19/25

Last Meeting Attendance: Janey Antal, Curt Colter, Ryan Brown

Date of Next Meeting: 10/17/25

Action Items In-Progress

Three new accounts are proposed under 50800 Long Range Projects to cover anticipated expenses for Traffic Calming:

- 50810 Postage \$1,000
- 50820 Printing \$ \$2,000
- 50830 Professional Fees \$2,000

Action Items Completed

Upcoming Action Items

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

We have accepted Curt Colter's resignation from our committee. We sincerely appreciate his efforts, contributions, and active participation. We are pleased to welcome Ryan Brown, a first-time attendee, who has agreed to join our committee.



Welcoming Committee Report

Date of Report: 10/11/2025

Committee Chair: Alicia Mercado

Date of Last Meeting: N/A

Last Meeting Attendance: N/A

Date of Next Meeting: TBD

Action Items In-Progress

1. Seven new residence reported to the committee.

Action Items Completed

1. Nothing to report.

Upcoming Action Items

1. The new residences moved to Canyon Lakes early Fall. Emma and I went to visit some of the new residents to welcome them to Canyon Lakes but some of them were not home. We plan to go again in the coming days.

Proposed Formal Motion

1. Nothing to propose or make any motion.

Additional Comments

1. No additional comments.