



## **CANYON LAKES PROPERTY OWNERS' ASSOCIATION**

### **BOARD MEETING AGENDA**

**December 9, 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 – Doug Hester**

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

**CC&R Revision – Scott Snyder**

**Traffic Calming – Karla Palmer**

**Welcoming Committee – Alicia Mercado**

#### **Old Business**

CC&R Revision Update

Golf Course Sign Update

#### **New Business**

Traffic Calming Survey Results

#### **Open Forum**

#### **Adjourn Meeting**

#### **Executive Session**



## President's Monthly Report

**Date of Report:** 12/5/2025

**Officer Name:** Rick Burr

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

1. Nothing to report

### **Action Items Completed**

1. Resolved two Homeowner disputes.
2. Identified several unapproved architectural projects.
3. Removed 11 more signs on Canyon Lakes common areas. Contacted businesses that left the signs and informed them that was not OK. They did not want their signs back.
4. Continue to work on recruiting for upcoming board election.

### **Upcoming Action Items**

1. Nothing to report

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**

No additional comments



## Secretary's Monthly Report

**Date of Report:** 12/2025

**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** 12/05/2025

**Officer Name:** Devin Lundstrom

### Action Items In-Progress

1. Preparing homeowner packet for 2026.
2. Reconciling files for end of 2025.
3. Continuing to work on the CC&R violations, sending notices.
4. Securing the location for the Annual Meeting.

### Action Items Completed

1. Completed minutes for the November Board 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 for November.
7. Reconciled bank accounts.
8. Responded to (5) title company requests.
9. Processed (8) new homeowners accounts.
10. Prepared Board packet for meeting.
11. Updated website with meeting link and documents.
12. Processed (7) ARC applications.
13. Drove designated CC&R route.
14. Prepared (64) CC&R notices and (5) letters, and (1) certified letter.
15. Completed AP/AR financial duties.
16. Updated homeowner mailing list.
17. Printed end of month reports for Treasurer.
18. Emailed the Reserve Study to the Board for review.
19. Prepared (9) liens to be filed.

### Upcoming Action Items

1. Complete monthly manager duties.
2. Drive CC&R route and send out violation notices and letters.
3. Send out the homeowner packet for 2026.



# CANYON LAKES

PROPERTY OWNERS ASSOCIATION

## Architectural Review Committee Monthly Report

**Date of Report:** 12/4/2025

**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. Nothing to report

### **Upcoming Action Items**

1. Nothing to report

### **Proposed Formal Motion**

None

### **Additional Comments:**

4 CLPOA ARC Project signs are missing. Reported as already picked up.

### **Summary of ARC monthly activity:**

- 7 project applications were received as follows: (4) fence, (1) pool repair, (1) gutter, (1) stair rail
- 3 projects approved
- 2 notifications mailed for unauthorized projects
- 1 sign delivered for approved project
- 4 signs retrieved from completed projects
- 2 Projects delayed until spring



## Communications Committee Monthly Report

**Date of Report:** 12/6/2025

**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. Newsletter arrived to CLPOA homes

### **Action Items Completed**

1. No new items completed

### **Upcoming Action Items**

1. Communications team - Newsletter topics – ongoing
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)
3. Post about reminders to submit your formal request to join the board if interested
4. Post about upcoming CLPOA community meeting

### **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

PROPERTY OWNERS ASSOCIATION

**Date of Report:** 12/06/2025

**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**

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

## **Upcoming Action Items**

Recheck repeated violations

## **Proposed Formal Motion**

Nothing to propose or make any motion.

## **Additional Comments**

No additional comments.



## Landscaping Committee Monthly Report

Date of Report: 12/6/2025

Committee Chair: Karla Palmer

Date of Last Meeting: 11/11/25

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

Date of Next Meeting: 12/9/25

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

- Requested that Heritage provide a map or list of irrigation filters, including their condition and a suggested replacement schedule.
- Ely Project – Phase 2: Patty and Karla met at Ely to brainstorm landscaping ideas that would provide continuity between 37th/Ely and 40th/Ely. Patty met with Mac's Garden Center, both at their location and on site, to discuss plant options and varieties. Patty and Karla also met with Gabriel from City Turf to review the work that needs to be completed prior to plant and sod installation. A bid for the plants has been received from Mac's.

*Side note:* There appears to be a concrete utility vault buried along the Ely fence line that, per Gabriel, will need to be removed prior to installation of the block wall.

### **Action Items Completed**

### **Upcoming Action Items**

- Homeowner's request for tree trimming on the South Hill property is in progress.

### **Proposed Formal Motion**

Nothing to propose.

### **Additional Comments**

Received two homeowner concerns during this reporting period.

Heritage Fall Schedule

- December/January/February: 2 cleanups each month focusing on blowing leaves, debris cleanup and pulling weeds.
- February is typically an off month for services.





## Long Range Planning Committee Monthly Report

**Date of Report:** 12/5/2025

**Name:** Doug Hester

### Action Items In-Progress

1. Reviewing Fining System and Process

### Action Items Completed

1. Volunteer Park fence repair, Ely fence repair
2. Flag lot contract awarded to Frontier Fence. (\$2983)
3. Bids for 37<sup>th</sup>/40<sup>th</sup> and Ely block wall.
4. Gazebo painting complete.

### Upcoming Action Items

1. Gate at the Flag to be completed this year. (Frontier Fence)
2. Notify KID for gate installation at Ely
3. Volunteer Park walkway repairs. Bid \$6637, Seal Coating additional \$3155 (2026)

### Proposed Formal Motion

1. Approval for Volunteer Park walkway repair. Additional seal coating?

### Additional Comments:

|                            |                              |                |                     |
|----------------------------|------------------------------|----------------|---------------------|
| 2025 estimate of spending: | Balance for KID Fence at Ely | \$2870         |                     |
|                            | Flag Lot fence and gate      | 2983           |                     |
|                            | Gazebo painting V.P.         | 1000           |                     |
|                            | V.P. sidewalk repairs        | 6637           | Seal Coating \$3155 |
|                            | Sub Total                    | \$13,490       | \$16,645            |
|                            | YTD spending (Nov Report)    | <u>9,729</u>   | <u>9,729</u>        |
|                            | 2025 Total                   | \$23,219       | \$26,374            |
|                            | 2025 Budget                  | <u>-33,500</u> | <u>-33,500</u>      |
|                            | 2025 Surplus                 | \$10,281       | \$7,126             |



## Traffic Calming Ad hoc Committee Monthly Report

**Date of Report:** 12/6/2025

**Committee Chair:** Karla Palmer

**Date of Last Meeting:** 10/17/25

**Last Meeting Attendance:** Janey Antal, Karla Palmer

**Date of Next Meeting:** 12/8/25

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

At our next meeting, we will review the responses received from homeowners to the survey included in the November newsletter.

### **Action Items Completed**

### **Upcoming Action Items**

### **Proposed Formal Motion**

1. Nothing to propose.

### **Additional Comments:**



**Date of Report:** 12/06/2025  
**Committee Chair:** Alicia Mercado  
**Date of Last Meeting:** N/A  
**Last Meeting Attendance:** N/A  
**Date of Next Meeting:** TBD

**Action Items In-Progress**

In November eleven new residences have been reported to the committee and so far, one new resident has been reported in December.

**Action Items Completed**

Nothing to report.

**Upcoming Action Items**

Emma and I plan to visit seven residents to welcome them to Canyon Lakes in the coming days. Then within two weeks we plan to visit and welcome the remaining residents.

**Proposed Formal Motion**

Nothing to propose or make any motion.

**Additional Comments**

No additional comments.