



CANYON LAKES PROPERTY OWNERS' ASSOCIATION

BOARD MEETING AGENDA

July 8, 2025

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

Approve Agenda

Roll Call – Devin Lundstrom

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

New Business – Reserve Account / Funding of Long-Range Projects

Open Forum

Adjourn Meeting



President's Report

Date of Report: 07/05/2025

Officer Name: Chris Laurion

Action Items In-Progress

1. Ongoing communication with KID regarding canal maintenance.
2. Working with the city regarding sinkhole on W. 40th.
3. Working with the LRP for gate install on Ely St. by KID canal easement.
4. Working with multiple CLPOA neighbors regarding civil disputes.
5. Researching security cameras for Volunteer Park.
6. Still pursuing quorum for annual vote.

Action Items Completed

1. Transition all existing tasks to incumbent CLPOA president.

Upcoming Action Items

1. Nothing to report.

Proposed Formal Motion(s)

1. Nothing to report.

Additional Comments:

My biggest news this month is that I will be stepping down as CLPOA president. While we have enjoyed our 8 years here in Canyon Lakes, my family found our dream property closer to home and school and made the decision to make the move. I have appreciated the opportunity to serve on the Board as Treasurer and President and work with the rest of these fine volunteers. While I would like to see the rest of my term to the finish, I don't think I would be near as effective working remotely, and I would be taking the place of another motivated local volunteer potentially. I think the community is in great hands with the remaining Board and I hope that the momentum this group has developed can be maintained as they move through summer and close out the year.



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Vice President's Monthly Report

Date of Report: 7/3/2025

Officer Name: Rick Burr

Action Items In-Progress

1. Working with Mr. Willet on neighbor noise and city assistance.
2. Met with Chris on the transition for President's tasks to be completed.
3. Working on recruitment blurb for the next newsletter.
4. Daily monitoring of repaired walls to protect our investment.

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



Treasurer's Monthly Report

Date of Report: 07/06/25

Officer Name: Paul Roberts

Action Items In-Progress

1. Nothing to report.

Action Items Completed

1. Reviewed code of accounts for inconsistencies

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 \$139,656, with 2025 total budget at \$339,900, indicating 40.1% spent at the halfway point.

I would like to take a few minutes at the board meeting to discuss the reserve account and funding of Long Range Projects.

Activities this month:

Nothing to report

Attachments:

Treasurer's Report –June 2025.pdf

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



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Secretary's Monthly Report

Date of Report: 7/2025

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: 7/4/2025

Officer Name: Devin Lundstrom

Action Items In-Progress

1. Preparing Summer Newsletter
2. Updating CC&R tracking sheet.
3. Organizing Computer Files, Organizing Storage Boxes

Action Items Completed

1. Completed minutes from June 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 (4) title company requests.
9. Processed (4) new homeowners accounts.
10. Prepared Board packet for meeting.
11. Updated website with meeting link and documents.
12. Processed (9) ARC applications.
13. Drove designated CC&R route.
14. Prepared (122) CC&R notices and (14) letters, and (3) certified letters.
15. Completed AP financial duties.
16. Updated homeowner mailing list.
17. Recorded and paid invoices.
18. Met with Chris and Rick to discuss existing open presidential tasks.

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: 07/03/2025

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. Complicated due to retaining wall of adjoining property is on CLPOA property that homeowner has requested be deeded over. Suggest legal advice.
3. Develop charter for ARC, including mission statement, roles and responsibilities, and decision making process.

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:

- Nine project applications were received, including one after project started, as follows: (1) Pickelball court, (1) door/windows, (1) paint, (3) fence, (1) pergola, (1) roof, (1) landscaping
- Six projects approved
- Five signs were delivered for approved projects
- Nine signs were retrieved from completed projects.



Communications Committee Monthly Report

Date of Report: 7/6/2025

Committee Chair: Anne Eerkes

Date of Last Meeting: 5/26/25

Last Meeting Attendance: Chris Laurion, Scott Snyder, Rick Burr & Anne Eerkes

Date of Next Meeting: TBD for July

Action Items In-Progress

1. Nothing to report

Action Items Completed

1. Nothing to report

Upcoming Action Items

1. Communications team - Newsletter topics – ongoing – Next newsletter to be sent in July
2. Event planning for neighborhood activity in the fall
3. 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:

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

CC&R Monthly Report

Date of Report: 7/5/2025

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 June, the average violations were as follows:
Storage= 61, Lot upkeep= 74, Fence upkeep= 216, Trash cans= 37
2. The total green cards and letters is reported in Devin's report.

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

June 2025

Date of Report: July 4, 2025

Committee Chair: Karla Palmer

Date of Last Meeting: 6/6/2025

Last Meeting Attendance: Karla Palmer, Patty Kopp, Andrew Mendenhall (Heritage)

Date of Next Meeting: 7/8/2025

Action Items In-Progress

Action Items Completed

1. Heritage has removed the grass located in the median at the stop sign on Hildebrand and CLD. Our plan is to obtain a couple of bids to have these plants removed and replaced. A final decision will be made once we have reviewed the costs.
2. The sinkhole that was discovered in the second median on Canyon Lakes Drive (as you enter from the 27th Street/Olson and turn right at CLD) was a KID irrigation leak and was turned over to them for repair.
3. Keller Place/30th common area tree trimming completed by Heritage
4. A homeowner in The Greens sent a complaint through the CLPOA website regarding the abandoned strip of land on Williams Street. Patty Kopp responded by email to explain the Board's position. CLPOA does not own this piece of property. Patty also received a follow-up phone call from the homeowner. She may attend our July Board meeting to share her concerns in person.
5. A major irrigation break inside Villas' gate; irrigation was off in the Villas for 4 days. Repaired by KID, since it was on their line.

Upcoming Action Items

We will be making plans for a common area upgrade on the south side of Ely and 40th.

Proposed Formal Motion

Nothing to propose.

Additional Comments

1. Five homeowner issues/complaints were reported in June. Four were related to irrigation problems and required the assistance of Heritage Landscaping.
2. Heritage Landscaping Monthly Update for June
 - a. Weekly mowing & hand pulling weeds.
 - b. Irrigation monitoring.
 - c. Spot spraying weeds



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Long Range Planning Committee Monthly Report

June 2025

Date of Report: 7/4/2025

Committee Chair: Jack Lynch

Date of Last Meeting: N/A

Last Meeting Attendance: N/A

Date of Next Meeting: TBD

Action Items In-Progress

- 1) KID is working on canal and Ely Street gate design

Action Items Completed

1. The walls located at Volunteer Park and 43rd and Ely have now been repaired.

Upcoming Action Items

- 1) Walk way repairs in Volunteer Park.

Proposed Formal Motion

None at this time

Additional Comments



Traffic Calming Ad hoc Committee Monthly Report

Date of Report: 7/4/2025

Committee Chair: Karla Palmer

Date of Last Meeting: 6/30/2025

Last Meeting Attendance: CLPOA Ad Hoc: Karla Palmer, Curt Coulter, Janey Antal, Zo Fritts

City of Kennewick: Cary Roe, Deputy City Manager; John Cowling Director Public Works; Kevin Biersner, Assistant Traffic Engineer

Date of Next Meeting: 7/11/2025

Action Items In-Progress

The Ad Hoc committee is meeting to develop a communication plan to identify the stakeholders and develop a plan for the best ways to inform homeowners of the study and the next steps in the process. The committee also needs to confirm whether homeowners will approve the cost for traffic calming measures.

Action Items Completed

The Traffic Study was completed by the City of Kennewick. A meeting was held on 6/30 organized by Cary Roe to discuss the results of the traffic study. The study consisted of three automatic traffic counters located at three different locations on Canyon Lakes Drive. The study recorded the number of vehicles and the speed at which each vehicle was traveling. The results of the study are attached. Based on these results, Canyon Lakes subdivision qualifies to move to the next step in the process as outlined in Municipal Code 13.40. We will submit the report once it is received.

Upcoming Action Items

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

Welcoming Committee Monthly Report

Date of Report: 7/6/2025

Committee Chair: Alicia Mercado

Date of Last Meeting: N/A

Last Meeting Attendance:

Date of Next Meeting: TBD

Action Items In-Progress

1. No new residence reported to the committee.

Action Items Completed

1. Nothing to report.

Upcoming Action Items

1. Nothing to report.

Proposed Formal Motion

1. Nothing to propose or make any motion.

Additional Comments

1. No additional comments.