



CANYON LAKES PROPERTY OWNERS' ASSOCIATION

BOARD MEETING AGENDA

May 13, 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

New Business

Open Forum

Adjourn Meeting



President's Report

Date of Report: 05/08/2025

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 options on Ely St. by KID canal easement.
4. Communicating with properties disputing CLPOA membership and working to determine legitimacy of their claims.
5. Communicating with KID regarding the transition from CLWC to KID.
6. Sitting in on sessions of the CC&R review.
7. Still pursuing quorum for annual vote.

Action Items Completed

1. Finished the community-wide garage sale.

Upcoming Action Items

1. Review of CLPOA insurance coverage.

Proposed Formal Motion(s)

1. No proposed motions.

Additional Comments:

April is out like a lamb and May is coming in like an indecisive lion. As the weather bounces between 50 degrees and 80 degrees, sunny on one day and wet on the next, it's time to turn our attention toward outdoor maintenance. Everyone is getting reestablished with their lawn care rhythms. I would ask neighbors to please be patient with each other as we approach the summer. Reporting gross delinquency is appreciated, however, we ask you kindly to let our CC&R enforcement committee do their due diligence and follow their established routine and procedures. Demands and threats made to the Board or its manager are unproductive and won't help expedite a resolution to your dilemma.

There is a sinkhole that has opened up on a small run of CLPOA property on W. 40th Pl. The landscaping and LRP committees have been working with the city to address the sinkhole and determine which party will be responsible for it. We are currently reviewing drawings and stormwater calculations and will update the community as things develop.

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. I would now ask each Board member to try and gather four votes from neighbors personally, to ratify the vote and put it to rest. 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.

There are several properties that are disputing their membership in the CLPOA. The board is reviewing historical documentation and working with the city, legal counsel, and prior board members to determine the actual status of the properties.



CANYON LAKES

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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.

The community garage sale was a huge success and I want to thank everyone that helped make it so by participating. We had over 50 sales contribute and the digital map had over 3000 visitors. A post-sale survey was sent out and the results will be used to make next year's sale bigger and better than this year's!



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

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. Nothing to report.

Upcoming Action Items

1. Review code of accounts for inconsistencies.

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

No comments

Activities this month:

Nothing to report

Attachments:

Treasurer's Report – April 2025.pdf

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



CANYON LAKES

PROPERTY OWNERS ASSOCIATION

Secretary's Monthly Report

Date of Report: 5/2025

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: 4/30/2025

Officer Name: Devin Lundstrom

Action Items In-Progress

1. Obtaining information from collection agencies.
2. Updating CC&R tracking sheet.
3. Organizing Computer Files

Action Items Completed

1. Completed minutes from April Meeting.
2. Posted homeowner payments.
3. Completed several 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 (6) title company requests.
9. Processed (6) new homeowners accounts.
10. Prepared Board packet for meeting.
11. Updated website with meeting link and documents.
12. Processed (10) ARC applications.
13. Drove designated CC&R route.
14. Prepared (60) CC&R notices and (10) letters, and (3) certified letters.
15. Worked with accountant on quarterly taxes.
16. Completed AP financial duties.
17. Updated homeowner mailing list.
18. Returned maintenance bond to Heritage.
19. Contacted trucking company for reimbursement on the pine tree incident off Olson.
20. Processed (3) release of liens with the attorney and filed with the court.

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



Architectural Review Committee Monthly Report

Date of Report: 05/04/2025

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. Request for additional members included in quarterly newsletter and a repost of Geoff Harvey's request on Facebook.
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:

- Ten project applications were reviewed and approved, consisting of the following: (2) tree removal, (2) fence, patio, gate, (3) paint, and shed.
- One project application was not approved due to non-conforming paint selection
- Received request for pre-approval review for new construction on 46th Ave. Comments provided to property owner.
- Six signs were delivered for approved projects
- Two signs were retrieved from completed projects.



Communications Committee Monthly Report

Date of Report: 5/8/2025

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: TBD

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. Devin – Set out April newsletter – completed 4/11/25
2. Anne – updated FB, repost request for community involvement from ARC – Completed 4/19/25
3. Chris – Garage sale –FB posts, QR codes on signs, signs placed and removed – completed 4/26/25
4. Anne - KID communication update (help from Mary Kay who attended the meeting)-completed 4/20/25
5. Anne – Community post for theft awareness – completed 4/29/25

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)
5. Anne & members - Schedule the next communication meeting for June

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

Thank you to Devin for all her work on the newsletter and to Chris for all the effort put into the community wide garage sale. From those who participated in the yard sale and provided feedback, it sounds like it was quite successful.



Landscaping Committee Monthly Report

April 2025

Date of Report: May 7, 2025

Committee Chair: Karla Palmer

Date of Last Meeting: April 8, 2025

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

Date of Next Meeting: May 13, 2025

Action Items In-Progress

1. On April 22, Patty Kopp and Karla Palmer met with Andrew from Heritage to discuss the recently completed upgrades at The Estates monuments. There are a few concerns regarding the quality of the work. As a result, the invoice for the common area upgrades and cleanup has not yet been approved for payment.

Action Items Completed

1. Flag Lot/3210 S. Volland Ct.: bollard installation – this action item was moved from the Landscaping Committee to the Long-Range Planning Committee.
2. Maintenance Bond: the maintenance bond original was located and returned to Heritage.
3. Patty Kopp (and husband) installed a lock on the gate located at The Greens retention pond. This was placed as a deterrent to unauthorized access.

Upcoming Action Items

Nothing to report.

Proposed Formal Motion

Nothing to propose.

Additional Comments

1. Sink Hole/3806 W. 40th Pl: A site meeting was held April 24th. Attendees: City of Kennewick/Josh Soggie and his supervisor; Andrew Mendenhall & Raúl/Heritage Landscaping; CLPOA Board members: Chris Laurion, Patty Kopp, Jack Lynch. The meeting was called to discuss the cause of the sinkhole. While no conclusion was reached, it was determined that the repairs appear to be more complicated than initially anticipated. At this point, we are waiting to hear from Josh Soggie (Engineer Stormwater Crew leader) on an update and decision. The responsibility still lies with the City of Kennewick.
2. Seven homeowner issues/complaints were reported in April. Four of these were related to irrigation and required the assistance of Heritage Landscaping.
3. Heritage Landscaping Monthly Update for April:
 - a. Weekly mowing & hand pulling weeds.
 - b. Fertilize all lawn common areas.
 - c. 24D broadleaf for all lawn areas.
 - d. Turned on city water and some irrigation water (still working on irrigation startup).
 - e. Irby monument update and pruning



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PROPERTY OWNERS ASSOCIATION

Long Range Planning April 2025

Date of Report: 05/08/2025

Officer Name: Jack Lynch

Action Items In-Progress

1. We are in process of obtaining two quotes for masonry fence repair at 3 Locations.

Action Items Completed

1. Met with Aspen landscaping and KBG for quotes for all locations.
2. We are still waiting for the remainder of bids from KBG to get an accurate bid comparison.
3. We have quotes from Frontier Fence and Ricks Fencing for gate location at canal crossing Ely Street.
4. Finalizing quote for painting gazebo at Volunteer Park.

Upcoming Action Items

Proposed Formal Motion

Additional Comments:



Traffic Calming Committee Monthly Report

Date of Report: 5/8/2025

Committee Chair: Karla Palmer

Date of Last Meeting: 4/9/2025

Last Meeting Attendance: Karla Palmer, Curt Coulter, Janey Antol, Zola Fritz

Date of Next Meeting: tbd

Action Items In-Progress

1. Please see the attached report from the April 9th meeting with the City of Kennewick/Public Works.

Action Items Completed

Upcoming Action Items

1. Following our meeting with the Public Works Department and Janey Antal's subsequent conversations with Kevin Biersner (Assistant Traffic Engineer), we are currently waiting to be notified when the automatic traffic recorders will be installed at the three locations identified by the Traffic Calming Committee. Our understanding is that the equipment will be placed during the week of May 19th. The city has agreed to cover the cost.

Proposed Formal Motion

1. Nothing to propose.

Additional Comments:

Janey Antal spoke with Kevin on May 2nd. Kevin is currently our primary point of contact. Here is her update:

The timeline for setting up the city radar equipment will be sometime during the week of May 19th. The work requires the city electrician who is out of the office through May 16th. Kevin mentioned on a previous phone call they may be delayed getting the equipment out due to the timeline of the electrician's schedule.

Kevin states the whole study should be completed by the end of June. We will receive a pdf report prior to the July POA meeting. I also clarified... there is a "notice" or "survey" that can be sent to homeowners around the same time as the study, but Kevin said that it can also be sent after the study is complete to notify homeowners the data that was collected. Which according to Kevin the city does these studies all the time because of the volume of complaints they receive regarding traffic speeds. Once the study is completed **and** the POA has agreed to move forward... then, there is a written "voting survey" of affected homeowners that is sent out to get 75% approval from the residents to act on a traffic calming measure...like speed humps. It is my understanding that the city initiates and pays for that "voting survey". I will see if I can get written confirmation from Kevin but in our conversation that is what he said.