



**AGENDA FOR BOARD MEETING**  
**September 10, 2024**  
**CANYON LAKES PROPERTY OWNERS' ASSOCIATION**

**The meeting will be held at the MID-COLUMBIA LIBRARY, KENNEWICK BRANCH at 6:30 p.m.**

**Approve Agenda**

**Roll Call**

**Minutes of the Board meeting:** August 13, 2024

**Financial statements:** August 2024

**President Report:** Emma Mercado

**Treasurer Report:** Chris Laurion

**Secretary Report:** Amberlee Moore

**ARC Report:** Chris Winkley

**Communications Report:** Anne Eerkes

**CCR Report:** Amberlee Moore

**Landscape Report:** Reid Klei

**Long Range Plan Report:** Jack Lynch

**Manager Report:** Devin Lundstrom

**Action Items Update:**

Update on CC&Rs – Plan of Action

Manager's Performance Plan – Salary Review

Review and Vote Revised Rules & Regulations

Plan for Using 2024 Survey Data

Land Acquisition Proposal – Willams Street

Homeowner Lot Clean-Up

**New Business:**

Open Long Range Planning Issues – Plan of Action

**Property Owners/Visitors Open Forum**

Dear Board Members,

Well, the summer season is almost over, and the Fall season is just around the corner. Enjoy the weather before it gets cold.

**Landscaping committee:** the committee has been working on reaching out to landscaping companies to obtain bids. Heritage contract comes up for renewal in January 2025 not August 2024 as stated in my last report.

**Long Range Planning committee:** I provided Jack with the estimated quote, and he will be contacting KGB Masonry. I went to the LRP committee meeting, and some things were discussed such as the results of the survey, and the upkeep of some of the mailboxes.

**CC&R committee:** We have been doing our regular drives around the neighborhood and sending out notices and correspondences to those who are in violation of the rules and fining those violators. We have some residents who own vacant lots and residents with large back yards that connect with canyon lakes drive with dried up weeds and shrubs that need cleaning. We are working on this project, but it is frustrating with the slow process to the lot cleaning solution.

Please continue updating me regarding each committee's work with your meeting notes plus inviting me to your committee meetings. I have been working with our association attorney regarding the babysitting services. They have obtained a lawyer, and both attorneys are working out a possible solution. I will keep you informed of the latest developments.

Several board members have shared their concerns about some board members not doing their fair share of committee work and not attending the monthly meetings. I believe we need to discuss this further at a closed meeting to discuss what is the next step to resolve these concerns.

Thank you for all for your dedication in keeping Canyon Lakes a great place to live.

Regards,

Emma Mercado, CLPOA President

## Treasurer's Report – Sep 6th, 2024

1. Finances and Budgets - Finances for August have been reviewed and approved.
2. Closing Old Accounts - Following the guidance from last month's meeting, the Banner Bank Account has been closed due to inactivity. The entirety of the funds transferred into the reserve account.
3. Insurance Renewal - Renewed the CLPOAs Directors and Officers annual insurance policy through CNA Insurance.

## **Secretary's and CCR Report August 2024**

Paperwork has been completed for relocation of speed radar signs. Looking at the proposed area and thoughts on location. City will have ultimate say as to location but we can provide a suggestion.

The city of Kennewick portal located online at go2Kennewick.org has many options for residents to inquire or report. This last month I reported 3 vehicles that had been parked and unmoved for months. With each submission a picture was provided as well as identification info for the vehicle. City employees will check the location for vehicle license plate number, make & model. One vehicle has remained removed. One vehicle has been replaced by another. The third vehicle received an orange tag from the city. The vehicle owner removed the tag and let the vehicle, where it is presently at today.

We've had 15 new homeowners for the months of July and August, Two of these homes have been purchased for rentals. No owners on site to discuss CCR requirements. I've delivered 2 new homeowner packets. One will be given to Patty at our September board meeting.

Officer Trujillo - I have tried with no success to have his schedule align with our board schedule. He is presently running a citizens academy that will start in October and run into November. It runs 5 weeks, 2 nights a week. He asked if any of our board members would be interested in attending. He can't commit to 10/7 board meeting until the citizens academy is finalized. He said we are welcome to submit questions and he will try to answer them. I have heard from a few board members. If all the questions have been submitted, I'll forward them to Officer Trujillo.

## **CCR**

Many of the CCR issues remain the same. There have been many reminders for lot upkeep for driveways, sidewalks, utility easements, and seams in the street including areas around drains. Homes that sit on corners have a dual responsibility to upkeep both sides of their homes. Houses sharing any area along Canyon Lakes Drive seem to struggle with this.

I'd like to see regular CCR items posted as reminders on the facebook page.

Parking in signed no parking areas and in front of hydrants continues to be an issue for areas of the neighborhood. Can we not contract with a tow company?

### Violation summaries:

Green Cards - 300+

Letters - 16

Fines - 4

## August 2024 Architectural Review Committee (ARC) Update

The ARC is working well as a team and applications are being routinely processed, via e-mail, within two days. We've been notified of some houses being painted without an ARC application. Devin follows up with them, requesting an application. Many thanks to Devin, Paul and Rick for their efforts.

### ARC Approved CLPOA Projects

#	Address	Plans	Location	Planned Completion Date	Comments
12	4005 S. 42nd Ave.	Landscaping	Backyard	May '24	
9	3819 W. 47th Ave.	Shed	Backyard	TBD	
	2931 W. 36th Ave.	New construction		June '24	Paint colors rejected
16	4103 W. 43rd Ave.	Fence, Retaining Wall	Side yard	July '24	
	3505 S. Ledbetter St.	Fence, Landscaping		1 month	Postponed
14	3811 W. 46th Ave.	Pool, Fence	Backyard	April '24	
5	2907 W. 43rd	Swimming Pool	Backyard	January '24	Start ASAP
	3407 W. 38th Ave.	Pergola & Retaining Wall	Backyard	November '24	
2	3301 S. Volland St.	Masonry Wall	Side yard	August '24	
6	2919 W. 43rd Ct.	Roof repair	Roof	May '24	
	3807 W. 40th Pl.	Paint	Paint	August '24	
11	3904 S Irby St	Paint	Paint	May '24	
19	3505 S Ledbetter St	Driveway replacement	Driveway	May '24	
7	3410 S. Johnson St.	Fence - Stain	Fence	May '24	
	3314 W. 30th Ave	Paint	Paint	Upon Approval	
	3709 S. Johnson St	Pergola	Backyard	August '24	
15	3505 S. Morain	Fence	Fence	August '24	
3	3603 S. Ledbetter St	Driveway Modification	Driveway	07/15/24	
17	3905 W. 48th Ave	Paint	Paint	July '24	
	4209 S. Neel Ct.	Paint	Paint	August '24	
	4100 S. Fisher St.	Swimming Pool/Pergola	Backyard	August '24	
21	4117 S. Keller Street	Landscaping	Backyard	October 24'	
	3606 S. Morain Street	Paint	Paint	8/15/2024	Requested no sign
	3104 S. Johnson Place	Curbing	Backyard		
	3709 W. 48th Ave	Paint	Paint	8/8/2024	
	4105 S. Irby Street	Siding/Roof Repair	Siding/Roof	9/2/2024	
	3706 S. Johnson Street	Paint	Paint	9/1/2024	
	3407 W. 38th Ave.	Retaining Wall/Pergola	Backyard		Start Date Upon Approval

## Communications Report – August 2024

Communication Committee met 8/14/24

Agenda: Newsletter content

Newsletter content- send to print by end of the month

- Standard communication for every newsletter that gets include (Devin)

- Ways to give back to the community (Team Read – Devin)

- Being a good neighbor (Anne)

- Dogs on leashes

- Picking up after your dog

- Weed control

- Political signage rules - Section 4:9

- ARC feedback (Devin)

- Opportunities to contact the city (add website - Anne)

- Sidewalk repair

- Potholes

- Survey Summary (Chris L)

- QR code for signing up for paperless (Anne)

Look into mass email restrictions to be successful if we want to start emailing newsletters & other communication for those signed up for paperless – mail chimp (Scott)

Devin pulled all of the newsletter content together, the newsletters were sent to print 8/30/24.

## August 2024 Landscaping Report

In addition to our usual monitoring of common areas and irrigation, our main area of focus right now is preparing for getting landscaping bids for 2025/2026. In preparation for this, we did an extensive look into our common area inventory to ensure that it is accurate. In doing so we discovered a couple of areas that were not included on the list and have added those. There are just a couple of issues to resolve with our list and as soon as that is completed, we will go out for bids. Hope to have this process started in September.

A few things from the month

- Obtained bid to update The Greens monuments.
- Obtained bids on removing invasive ivy in The Estates monuments.
- Obtained bids to remove an overgrown yucca plant.
- Obtained bid to update irrigation at Villas monument.
- Obtained bid for landscaping strip along Williams St. if the board decides to acquire this property.
- We had a website inquiry about who is supposed to be maintaining the weeds that are growing along the streets along both Hildebrand and Canyon Lakes loop near the dam. We are looking into who owns these areas and is responsible for the upkeep.
- Heritage cleaned up area at S. Olson St. and Canyon Lakes Dr. including pulling a lavender bush that was blocking a walking path and adding grass to a center island that had a dirt patch.
- Heritage did their Fall trimming of bushes in the common areas.

A look forward to September:

### Weekly

- Mowing
- Edging
- Weeding landscape beds
- Irrigation monitoring
- Trash/debris cleanup
- Fall planting of flowers at monuments

# Long Range Planning Committee Meeting Notes

Meeting started at 8 PM.

- Jack asked if the reserve study falls under the LRP. Chris said it did not, and was more a project under the Treasurer.
- The nomenclature being used around the masonry wall is incorrect. By design, it is a masonry fence. There is a significant design change between the two, with the latter being far less robust than the former. Chris asked if we have a copy of the contract with Padilla to determine if we asked for a fence or if we asked for a wall and received the wrong product. Jack doesn't have the contract, but based on his conversation with Padilla, the fence was half the price of the wall, so the previous board decided to pay for the fence instead. Chris said he would still like to see a copy of the fence.
- Chris asked if CLPOA owned the fence or if the fence was transitioned to the homeowners abutting it. We think the CLPOA still owns the fence. Chris thinks this is a concern as it provides value to the homeowners with none of the responsibility of maintenance and proper care.
- Jack was given a green card notice from a neighbor. The notice didn't provide information on how to contact the board. Jack also felt that the tone of the notice was unnecessarily harsh.
- Jack reviewed the CLPOA website and couldn't find the contact email for the Board Manager. There is an email link, but it only takes us to the web communication form.
- While reviewing the property lines regarding the masonry fence, the committee noticed that the city owns a large portion of the green space on 27th and Olson. We would like to ask the landscaping committee if the CLPOA is paying for all this maintenance, or if the city is contributing at all.
- The committee reviewed the old documentation surrounding mailbox renewal. There is a Post Office contractor, Mitch Merritt, that provides an assessment. The board is due for another assessment to determine which mailboxes require updating.
- There is a list of the surveyed mailboxes that need solar lights, and those that don't based on their proximity to street lights. This list needs to be scrubbed to identify how far the CLPOA was able to get in completing them.
- The LRP committee discussed the results of the community survey. The ultimate determination was that there aren't any issues of extreme urgency in the community. The LRP will take the direction of wrapping up the existing projects and continue to assess the community's needs:
  - Masonry Wall
  - Mailbox Renewal
  - Mailbox Solar Lights
- Chris asked the group their thoughts on making the dog refuse bag job a rotating position for Canyon Lakes youth to apply for semi-annually. The current individual is an adult that lives outside the community. Emma brought up that there are L&I rules around kids working and handling waste. Chris said he would research these rules and present the idea to the board at the next meeting.

The meeting concluded at 935.



# **Manager's Report August 2024**

## **Administrative / Accounting**

- Created invoices and mailed them to 20+ homeowners.
- Mailed fine invoices to numerous homeowners.
- Prepared financial budget comparison report.
- Met with Chris Laurion to discuss financials.
- Processed refunds to homeowners for overpayment of dues.
- Responded to (7) title company requests.
- Fielded numerous emails and phone calls regarding invoices, complaints, and HOA questions.
- Reconciled bank accounts.
- Closed Banner Bank account.
- Prepared Treasures financial statement.
- Prepared Monthly Board Meeting Packet
- Spoke to Cary Roe regarding the Digital Radar Signs, set date for location of move.

## **ARC**

- Processed (5) new ARC applications.
- Communicated with numerous homeowners regarding their ARC projects.
- Communicated regularly with the ARC committee regarding applications.

## **CC&R**

- Continued working on the CCR violation tracking list.
- Prepared 200+ violation postcards and (16) letters.
- Sent (4) certified letters to homeowners to start the fining process.
- Drove the CCR routes to obtain information before the lien process.

## **COMMUNICATIONS**

- Attended a Communications meeting with Anne, Scott and Chris L.
- Gathered content, prepared the Newsletter, and sent for print and mail.