

CANYON LAKE FOREST POA – October 19, 23 MEETING MINUTES

Board Members in Attendance- President Monica Orms, Vice-President Alva Franco; Treasurer Melissa White, Secretary Pam Rabke, Pool Director Debbie Hardy, Building & Compliance Director Erin Lynch. (Quorum established).

Members Attending: 11 signed in (not including Board members). Meeting was called to order by President Monica Orms at 7:00pm.

September 2023 Meeting Minutes presented for review by Pam- no corrections noted. Pam made motion to approve as presented, second by Erin. All voted in favor and motion passed.

REPORTS GIVEN BY BOARD OF DIRECTORS:

POOL: Debbie announced pool is set to close October 31.

HOLIDAYS: Debbie asked if the pool and playground area could be open during the Thanksgiving and Christmas holidays. After a brief discussion, Debbie moved the pool area be open to members during the 2023 holiday weeks of November 19-26th and Dec 23-30th for this year only with the understanding that the current Pool Director will be available at those times, will ensure pipes are re-winterized, and will ensure all pool safety equipment is available for emergency use. Pam seconded. All voted in favor and motion passed.

SANDERS: Regarding the Work Day scheduled for November, Debbie put out a request for sanders so the trim on the pool buildings can be prepped for painting. Debbie also volunteered to buy paint for this project.

EQUIPMENT: Debbie requested to purchase a battery-operated weed eater and leaf blower (est. \$120-170). Monica moved that the POA purchase a weed eater. Erin seconded. Motion passed. They will be kept at the pool garage building

BUILDING & COMPLIANCE: Properties requiring Permits are:

1. 1004 Eastview Drive: new construction-all documents in & no variances required.
2. 1463 Bonnyview: new construction-all documents in & no variances required

Erin motioned for approval of both permits. Monica seconded. All in favor and motion passed.

3. 5294 Forest Crest: approval for tree removal due to safety issues and freeze damage (Arborist confirmed)

Erin motioned for approval and Monica seconded. All in favor and motion passed.

TREASURER: Melissa reviewed Financial Performance and Position Reports through September 30. She is continuing to collect past due Accounts Receivable which are currently only about \$700 behind the same time last year. Accounts Receivable currently are about \$28K with \$22K of that amount delinquent 2 years or less. She worked diligently on collection over the last month and was able to collect \$3000. She intends to continue collection efforts. Monica mentioned that many members will pay their dues toward the end of the year.

PICKLEBALL/COURT RENOVATION: Melissa said she is within \$5000 of collecting enough dues and fees to be where we need to be to begin this previously approved project. Monica offered to assist Melissa with collections and they believe the money should be in hand to begin this project the early part of 2024. Monica confirmed she has the 3 bids and the project was previously approved for up to \$18,000. Monica motioned that we move forward for 2024 on this project, confirm the 3 existing bids, and get on the calendar of the chosen contractor after verifying final numbers. Erin seconded. All in favor and motion was passed.

CLUBHOUSE REPORT: Alva is filling in for the clubhouse director position. There were no bookings since the last meeting. The Clubhouse Director position is still open.

In response to a question about a group observed meeting at the Clubhouse on Tuesday and Thursday nights, Monica stated that there is a standing contract rental for a group of local women (currently about 5-6) participating in a Yoga class. The class is typically held on Tuesday and Thursday nights if a volunteer teacher is available and enough participants are able to attend. The class is free, and all attendees are required to sign a "Hold Harmless Statement" when signing in. Monica will check to make sure this is being done. The class does not violate our non-profit status, nor our insurance.

NEW BUSINESS:

BLUE HOST PROBLEM: Monica wanted members to know we are currently experiencing a sporadic problem with emails failing to forward from Blue Host to individual Board member. Monica is investigating.

DOCUMENT RETENTION POLICY: The POA needs to create a Document Retention Policy. Monica listed the following documents that must be maintained: Record of Current Owners; Audit Records; By-Laws; Certificate of Formation; Contracts; Financial Books and Records; Minutes of Board and Owner Meetings; Tax Returns; and Restrictive Covenants. Records to be kept permanently would be By Laws; Certificate of Formation; and Restrictive Covenants, along with any and all amendments. For all other documents Monica motioned for a 7 years retention policy. Melissa seconded. All in favor and motion passed.

OLD BUSINESS:

ACC COMMITTEE: It was mentioned at last meeting that we are now required to have an Architectural Control Committee which will be at arms-length from the Board. There have been no volunteers. Our current Board consists of 6 members with 3 needed for a quorum. Monica's suggestion is for Erin to resign from her Board position and become the Architectural Control Committee. She would be autonomous from the Board. She will make recommendations to the remaining Board members. If the ACC denies a permit request the owner may request a hearing with the Board to overrule the ACC denial. Monica moved that Erin be moved from a Board position to Architectural Control Committee role. Melissa seconded. All in favor and motion approved.

FALL WORK DAY: Previously approved for Saturday, November 4th from 9am to 1pm. Best Waste will provide a dumpster. Projects may include painting and winterization at the pool, tree trimming, trash pickup, etc. A light breakfast and lunch will be provided. Bring your own gloves and safety glasses. This will be posted on Facebook.

HOLIDAY COMMUNITY EVENT: Melissa gave an update on possible event that was initially brought up last month. After discussion, Monica moved a family social event be planned for December 9th, 11:00am to 3:00pm with a budget to include \$500 **plus** additional maximum amount of \$500 for meat (based on a \$5 per person meat allowance). The motion was seconded by Erin. All in favor and motion passed. The event will be posted to Facebook with RSVPs required by December 1.

POSITIONS OPEN: Clubhouse Director, Social Committee, Architectural Control Committee.

OPEN FLOOR /DISCUSSION: Monica opened the floor to members. Maintenance of oak trees near pool/clubhouse was mentioned. Monica requested member to provide contractor recommendation.

THERE BEING NO FURTHER DISCUSSION – Monica adjourned the meeting at 8:01 pm.

