

CANYON RIDGE SPRINGS POA
MINUTES OF MEETING
OF THE BOARD OF DIRECTORS

October 5, 2022

A meeting of the Board of Directors (the "Board") of Canyon Ridge Springs POA was held on Wednesday, October 5, 2022, at 29610 Montana Ridge Pass.

Members Present:

Larry Wright, Acting President
Kendra Lindly, Vice President
John Lunceford, Treasurer
Brian Barnes, Secretary
Kent Wattinger, Member-At-Large

Other Attendees:

Al Garcia
Jennifer Garcia
Jeff Porter
Carl Rose
Linda Rose
Samantha Wattinger

Larry Wright presided as Chairman and called the meeting to order at 6:09 p.m. Jennifer Garcia was acting secretary for the purpose of recording the minutes.

All Board members were present, constituting a quorum for the purpose of conducting business.

Proof of Notice

The notice of the meeting was posted on the community bulletin board and website at least seven (7) days prior to the date of the meeting.

Approval of Minutes

Larry Wright asked if anyone had any changes to the August board meeting minutes distributed in advance of the meeting. There were none. Upon motion duly made and seconded, the minutes were adopted as submitted.

Opening Remarks

Larry Wright introduced himself and gave some opening remarks. When the president position became vacant, the Board approached him to serve as acting President to benefit from his history within the CRS community and his experience as former President of the POA. Larry agreed to accept the role as acting president until the next annual meeting. He stated these next few months would be very busy getting a

2023 annual budget prepared, distributing a call for nominations, and distributing annual meeting notices, and annual dues invoices.

Larry confirmed a meeting room had been reserved for the Canyon Ridge Springs 2023 Annual Meeting is scheduled for Saturday, January 21, at the Holiday Inn Express on 714 Corazon Drive, Marble Falls. He noted that Kendra Lindly had reserved the room and John Lunceford had paid the rental fee. Additional details will be determined in the next few board meetings.

Treasurer's Report

John Lunceford, Treasurer, referring to materials distributed in advance of the meeting presented the Treasurer's report.

John stated there were not a lot of capital expenditures on major improvements. He adjusted the 2023 annual budget to reflect actual expenditures. He confirmed annual Directors & Officers Liability and General Liability insurance policies was renewed. Discussion followed on policy limits, and it was determined to seek additional quotes, to discuss at the November board meeting and with the membership at the Annual Meeting.

Larry Wright asked John to research potential investments paying higher interest rates to help offset future expenditures.

Upon motion made by Larry Wright and seconded, the Treasurer's report was approved.

Executive Committee Report

Larry stated Board committee structures will be discussed later in the meeting.

The Board then discussed partitioning the POA website to separate the public information from a private, members only, secure area. The private area could be used to improve neighborhood communications. Kendra Lindly agreed to discuss further with Jeff Miller, Webmaster.

Larry would like any emails sent to POA@CanyonRidgeSprings.info to be directed to him. Kendra will ask Jeff Miller to update the website.

Nominating Committee Report

The Board then reviewed the nominating committee duties and time deadlines. Larry outlined the tasks and timing of those tasks leading up to the Annual Meeting. A discussion ensued about the possibility of combining POA mailings at year end. Due to the specific timings, it would not be possible to combine them into one mailing.

Infrastructure Monitoring Committee Report

Larry Wright agreed to take over as Chair of the Infrastructure Monitoring Committee and gave the infrastructure committee report. He asked Carl Rose to serve, and Carl agreed. He asked that the Firewise work be consolidated under Infrastructure, asked Al Garcia to continue handling Firewise matters, and Al agreed.

The Board discussed bids on completing the vinyl fencing. Kendra Lindly solicited bids to remove and haul off the existing split rail fence and install a two-rail white vinyl fence on community entrance side of Cow Creek Road. Bids were requested to install fencing up to, but not between, the stone columns on either side of the gate. The bids were discussed and upon motion duly made and seconded, the Board voted to award the bid to ECO Irrigation. John Lunceford recused himself from voting on this issue.

Next the Board discussed getting a bid from ECO Irrigation for removal and replacement of the cedar fencing between the stone columns.

Larry discussed gate and sprinkler maintenance. Larry will research a potential gate company to work with CRS going forward. Gate fob inventory and programing were discussed. Gate codes remain the same.

Regarding sprinkler maintenance, Larry said he would contact On Demand sprinkler company in Liberty Hill about a sprinkler head that needs repair.

Larry Wright reported Aqua Texas had reassigned Larry Black to another area and CRS was working to get that reversed.

The Board agreed that Larry Wright and Carl Rose will be listed as EMERGENCY CONTACTS for the community with Al Garcia being the contact for Firewise, burn ban status or other fire-related matters. Kendra will ask Jeff Miller to post this information on the website. Notice will also be included in the Welcome Packet and posted on the community bulletin board.

By-Laws Review Committee

Kendra Lindly, Chairperson of the By-Laws Review Committee, reported. Kendra explained that there are two types of changes to the by-laws, mandatory changes which are changes imposed by law, usually enacted by the Texas Legislature every other year. The second type of changes are considered elective changes, identified by the membership, and which must be enacted by a vote of the POA members.

Kendra asked for a motion to incorporate the changes to the By-laws language to reflect the mandatory changes. Upon motion duly made, the motion was unanimously approved.

Next the Board discussed the committee structure currently outlined in the By-laws, which lists the following committees: Executive Committee, Nominating Committee, Infrastructure Monitoring Committee, By-laws Review Committee, Policy & Procedures Advisory Committee, Architectural Review Committee, and "other committees as needed". These additional committees include the Picnic Committee, the Firewise Committee, Neighbor Helping Neighbor Committee, and Community Assessment Committee.

A question was asked about the purpose and need for an Executive Committee for a non-profit corporation of our size and activity level. It was recommended that the By-laws committee research the possibility of eliminating this committee, which would require a formal amendment to the By-laws.

Policy and Procedures Advisory Committee

The Policy and Procedures Committee is responsible for drafting representations of policies and procedures that flow from the By-laws. The Board asked the Committee to draft onboarding materials for new Board members. The Board asked the Committee to draft onboarding materials for new Board members.

Architectural Review Committee

Jeff Porter, Chairperson of the ARC, gave the report for August and September. Dave Buddenbaum has agreed to join the Committee effective September 7th. The ARC reviewed and recommended the Board approve a variance for the construction of a Secondary Structure on Lot 40 due to the type of materials being used and the location of the Secondary Structure on the lot. The Board approved the variance request and will now send a letter to the property owner for their records.

The Committee reviewed the status of some pending items.

A discussion on a couple of proposed changes to the CCRs ensued. A request was made to clarify language to require the Primary Residence be prior to the construction of any Outbuildings or Secondary Structures. It was also requested that language be added to require licensed inspections at the completion of certain phases of construction when the property owner is the builder or acting as the general contractor on the build to ensure quality of construction.

Picnic Committee

After discussion, it was decided that it was too late to plan a picnic for October and an April date should be selected and announced at the Annual Meeting.

Old Business

The Board is waiting on a report by investigators of the LCRA on a complaint that water flow on Cow Creek may have been stopped due to the possible unauthorized construction of a dam upstream.

The status of the CRS community plats and bulletin board keys was raised. Research will be done to ensure we have community plats that are required by the Texas Property Code, and if not, will have duplicates printed and secured in digital formation for electronic storage. Larry will ensure he has a key to the community bulletin board.

Annual Meeting preparations and planning was discussed in detail earlier in the meeting.

Next Meeting Date/Location and Adjournment

The Board discussed the date and location of the next Board meetings. The next meeting will be held at 29909 Montana Ridge Pass (Wright residence) on November 3 at 6 p.m.

There being no further business to come before the Board, Larry Wright made a motion to dismiss, which was seconded. The meeting was adjourned at 8:28 p.m.

Summary of Action Items as of October 20, 2022

Action Item	Responsible	Status	Comment
"Member" definition	Lindly	In progress	<p>To be considered by By-Laws Review Committee</p> <p>Sent language submitted by resident to Board for review on 7/8</p>
Lone Star Vinyl Fence	Lindly/Porter	In progress	<p>Porter will discuss with John Devine to determine if he has any practical advice for the Board</p> <p>Demand letter returned as undeliverable – NSN Business is still actively soliciting business on internet (Vinyl Fence Texas Waco Austin Lone Star Vinyl Fence) Location is consistent with address shown on demand letter; BOD considering risks/rewards of further action</p>
Gate Work/Controller	Lunceford/ Porter	In progress	<p>Porter to assist with drainage.</p> <p>AI attached controller inside top of box to prevent water contact (completed 8/20)</p> <p>Possible work around – install drain in flower beds (per James) Has the controller been raised adequately in box to solve this issue?</p>
Video/Electronic Board Mtg Capability	Lindly/Lunceford	In progress	When needed for quorum
Call for Volunteers	Barnes/Wright	In progress	Part of Annual Meeting preparations to be handled by Barnes and Wright
Board Expansion	Lindly	In progress	To be addressed by By-Laws Review Committee for vote at Ann Mtg
Nominating Committee Forms	Barnes	In progress	Update to reference requirement to be lot owner and distribute 10 to 60 days prior to Annual meeting (1/21/23)

Annual Mailings	Barnes/Lunceford/Wright	In progress	Send annual meeting notice and annual dues invoice in early December
Committee Summary Sheets	Lunceford/Garcia	In progress	Will update and send to Committee Chairs
Lot 28 Variance Request	Porter	In progress	Continuing collaboration with property owner
Fire Evacuation Plan	Garcia	In progress	Continue work on more formal plan; how to distribute; include map;
Picnic Committee	Wattinger	In progress	Confirm date (a Sat in April) w/BOD; communicate to members at Annual meeting and follow up with (email/facebook); get volunteers
Community Plats	Lunceford/Lindly	In progress	Research to ensure we have plats as required under Tex Prop Code. If not, have duplicates printed and secured in digital format.
Create 2023 DRAFT budget	Lunceford	In progress	Draft for review at November 3 Board meeting
Fence Bid	Lunceford	In progress	Secure additional bid from ECO to install vinyl rails between stone columns at entrance
D&O/GL Coverage Increases	Lunceford	In progress	Obtain quotes for increased coverage & present to Board in Nov and at Annual Meeting
D&O/GL Policy Copies	Lunceford	In progress	Provide copies of recently renewed policies to Lindly
POA Roster/Membership Directory	Lunceford	In progress	Update to add new people; align phone numbers with names where possible; send out quarterly
Set up investment account (90-day CDs) at alternative bank such as Capital One	Lunceford	In progress	
Explore CRS Website Page updates	Lindly/Miller	In progress	Partition area for access by membership; set up email notifications alerting membership to check website for new information; consider including community newsletter on website; remove eliminated committees

Develop Board Member "on boarding" educational packet	Lunceford/Garcia	In progress	
Update Welcome Packet	Lunceford	In progress	Add Community Facebook page to packet information; include emergency contact information
Gate Contractor	Wright	In progress	Larry to find a gate company for community
Sprinkler System	Wright	In progress	Larry to research options for working with On Demand sprinkler maintenance company; lower sprinkler head at front landscape area
Aqua Texas	Wright	In progress	Notify Aqua Texas of leak on hill
By-laws	Lindly	In progress	Incorporate mandatory changes immediately; present list of elective changes at Annual Meeting
Lawn Service	Rose	In progress	Carl to reach out to RCL to notify them he will be their main contact and explore entering contract versus on call service
Firewise	Wright	In progress	Email membership seeking information on hours and dollars spent. Needed by end of October
CC&Rs	Porter/Garcia	In progress	Identify areas needing clarification and changes; coordinate with By-laws Committee
Develop ARC intro letter and submission checklist	Porter/Garcia/Buddenbaum	In progress	Drafts under review by ARC; Present to Board in November
Bulletin Board Key for Wright	Lunceford/Wright/Stewart	In progress	Larry to ensure he has key to board
Designate EMERGENCY contacts as Larry Wright & Carl Rose; Al Garcia for Firewise/Burn ban issues	Lindly	In progress	Plan to have Miller add to web page; post on bulletin board; recommend sending out email to members or at least ensure we share at Annual Meeting
Cow Creek Dam	Lunceford	In progress	Waiting on inspectors' report

Completed Action Items			
Send Variance Approval Letter to Lot 28 Owners	Lindly	Completed	Copy to Board and ARC
Secure bid from RCL for maintenance of front gate area, park area, and mowing of all road right-of-ways	Lindly	Completed	Distributed 6/22 to Board – accepted. RCL mowed front gate area 7/1; Mowing of park and right-of-way in community completed 7/15.
Send “thank you” to Commissioner Billy Wall	Lindly	Completed	Sent via email to his office 6/20; copy to Board
Make payment for gate keypad repair	Lunceford	Completed	6/16
Complete Committee Assignments working document and distribute to Chairs so they can recruit members for their committees	Lindly	Completed	Distributed 6/23 to Board Members for action on their committees.
Post Oak Wilt Educational information on community bulletin board	Lindly	Completed	Posted 6/25
Road Maintenance/Curbs	Lunceford	Completed	Discussion deferred until Annual Meeting. Is this a priority over vinyl fencing; can we afford to do both fencing and curbing? address adding curbs, timeframe of work, how to pay,
Board Vacancies - President	Lunceford	Completed	Lunceford to approach L Wright to serve until next Ann Mtg; Larry has agreed to serve
Remove SLOW sign painted on asphalt	Lunceford	Completed	Completed by resident
Fence Bids	Lunceford/Lindly	Completed	Lindly secured rebids and Board voted to award to ECO.
Appoint Larry Wright to Board	Board	Completed	BOD to formally appoint Larry Wright to fill vacancy created by James Stewart’s resignation
CRS Logo/Letterhead	Lindly	Completed	Send to Jeff Porter
D&O Liability Policy Renewal	Lunceford	Completed	Lunceford renewed \$1MM policy
Website	Lindly	Completed	Get info emails sent to Larry Wright’s email address
Aqua Texas Questions	Lunceford/Lindly	Completed	Prepare list of questions to submit to Aqua Texas for updates- TABLED due to Larry Black reassignment
Snake Awareness	Lindly	Completed	Develop snake awareness educational information
Annual Meeting Planning	Lindly	Completed	Research options for location and prepare draft agenda content

/s/ Jennifer Garcia

Jennifer Garcia, Acting Secretary

Date

Canyon Ridge Springs POA
Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Capital Fund	149,521.57
Checking	45,491.30
Total Checking/Savings	195,012.87
Other Current Assets	
Undeposited Funds	125.00
Total Other Current Assets	125.00
Total Current Assets	195,137.87
Fixed Assets	
1. Fixed Assets	
1. 5 Yr. Computers	
Dell Computer	595.00
Total 1. 5 Yr. Computers	595.00
2. 7 Yr. General Purpose Equip.	
Mailboxes and Bulletin Board	10,000.00
Total 2. 7 Yr. General Purpose Equip.	10,000.00
3. 15 Yr. Land Improvements	
Concrete Skirting	54,486.00
Concrete Skirting (2020)	31,970.00
Concrete Skirting (2021)	40,691.00
Front Gates	20,000.00
Front Vinyl Fencing	13,574.55
Pavilion	42,602.00
Total 3. 15 Yr. Land Improvements	203,323.55
Total 1. Fixed Assets	213,918.55
2. Accumulated Depreciation	-127,133.00
Total Fixed Assets	86,785.55
TOTAL ASSETS	281,923.42
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Road Impact Assessment Deposits	3,000.00
Total Long Term Liabilities	3,000.00
Total Liabilities	3,000.00
Equity	
Opening Balance Equity	30,000.00
Retained Earnings	216,601.62
Net Income	32,321.80
Total Equity	278,923.42
TOTAL LIABILITIES & EQUITY	281,923.42

Canyon Ridge Springs POA
Profit & Loss
 January through September 2022

	Jan - Sep 22
Ordinary Income/Expense	
Income	
Assessment Dues	19,275.00
Capital Assessments	21,600.00
Interest	2.59
Lot Resale	1,875.00
Sale of Gate Openers	245.00
Total Income	42,997.59
Gross Profit	42,997.59
Expense	
Accounting	915.00
Annual Meeting	285.49
Banking Fees	1.00
Electricity	717.99
Front Gate	1,859.65
Gate Openers Purchased	208.55
Insurance Expense	2,886.00
Irrigation	155.00
Landscaping and Groundskeeping	1,900.00
Legal Expenses	30.00
Safety Deposit Box	95.00
Water	1,630.87
Total Expense	10,684.55
Net Ordinary Income	32,313.04
Other Income/Expense	
Other Income	
Interest on Capital Funds	8.76
Total Other Income	8.76
Net Other Income	8.76
Net Income	32,321.80