

**FINAL  
CANYON RIDGE SPRINGS POA  
BOARD MEETING MINUTES  
February 12, 2019**

A meeting of the Board of Directors of Canyon Ridge Springs POA was held on Tuesday, February 12, 2019, at 10:00 a.m., at 25007 Montana Creek Crossing. Susan Fisher called the meeting to order at 10:06 a.m. and a quorum was present.

**Board Members Present:** Susan Fisher, President; Rick Guerrero, Vice President; James Kitchens, Treasurer; Candy McGuire, Member at Large; and Sean Finke, Secretary. Also attended by resident Linda Rose.

**Proof of Notice of Meeting:** The notice of the meeting was posted on the bulletin board and website 2 weeks prior to the date of the meeting.

**Approval of Minutes:** The Board previously approved the minutes of the last board meeting held on Jan. 26, 2019. They were posted on the bulletin board and are available on the website.

**OFFICER REPORTS:**

**Treasurer:** James reported:

- Financials as of Jan. 29, 2019
  - Capital Reserves \$207,658.83
  - Checking Acct \$ 31,105.66
- As of Feb 11, 2019
  - 4 lots sold for a total of \$2,550 in fees
  - 1 pending for a total of \$325 in fees
- As of Feb. 8, 2019
  - 105 of 111 lots paid dues of \$39,375
  - 6 lots outstanding at \$2,250 dues and \$150 late fees
  - Late email sent Feb. 6, 2019
  - Late Warning email to be sent March 2019
- Lien payment received \$500 for 2017 during sale of lot 36
- Updated budget spread in QuickBooks to match historical actuals
- Purchased Excel and Word for CRS POA Treasurer computer at \$140 each
- A proposal was made start a committee of at least three members of the community to conduct yearly internal audits on the Treasurer. The topic was tabled for a later date

**COMMITTEE REPORTS:**

**Architectural Review Committee (ARC):** Candy reported:

- No new plans have been submitted for review
- Jody Lester, Jeff Porter, Tom Swuilus and Jennifer Garcia are on the committee

**Fire Wise Community Committee (FW):** . CRS received the Fire Wise Community Certification for 2019. The new certification was placed on the bulletin board by the mailboxes.

Infrastructure Maintenance Committee (IMC): Rick reported:

- It was noted that the corners of the roadways are being rounded by garbage trucks and that a solution should be considered
- A bid from Integrity Paving came in at \$49,234 to fix the current roadways that are in the most critical state. A motion was made to move forward with Integrity once the weather warms to 55 degrees and rising, and all were in favor.
- A discussion on clearing the 10 ft easements was brought up in order to help maintain the roadways. A motion was made to move forward with getting bids for clearing and routine maintenance before roadwork commences, and all were in favor.
- A discussion on getting the roadway seal coated every 5 yrs. was brought up to aid in the appearance and longevity of the roadway.
  - It was discussed that a possible increase in assessment fees may be needed in order to combat the increase in roadway maintenance
  - The Treasurer submitted a projected capital flow representing the budget with the proposed maintenance plans

**OLD BUSINESS:**

- Maintenance and Repairs of Roadways.
  - Covered under IMC report
- Easement Clearing
  - Covered under IMC report

**NEW BUSINESS:**

- There was discussion to possibly change the FAQ portion on the website to reflect the CCR By Laws regarding the installation and use of private well systems.
- Welcome packets: A motion was called to create a Welcoming Committee chaired by Linda Rose, and all were in favor.
  - Welcoming committee would oversee creating and maintain a Welcome Packet
  - A proposal to create and include a Neighborhood Directory was made, further investigations will be made
  - Other information in Welcome Packet would include
    - Welcome letter with brief history of CRS
    - Website address
    - Front gate and park gate information, codes and rules
    - Emergency contact info for both counties' response teams
    - POA committees and their description
    - A list of all known utilities and service providers in the area
  - Linda Rose asked for any info on other known service providers that could be included in Welcome Packet
- A discussion was brought up about replacing Waste Connections as the trash removal provider. The discussion was tabled at this time.
- Drainage Review: Rick mentioned that a local Fire Department might be used to remove debris clogging the culverts at the front gate and near the mailbox. It was established that this be done after the easements have been cleared. Further investigation into the use of the Fire Department is required.
- Gate Codes:
  - Contractor gate code is 13579# and should be given to all contractors and vendors
  - Emergency responders use a universal code
  - Guest/Owners code should be kept for private use only
  - An inquiry was made on the ability to hold the gate open for extended periods
- Gate Codes on MLS: The only gate code that should be given to listing agents is the vendor code and should not be posted on the listing. Additionally, it was proposed that listing sites should be monitored occasionally for violations of this nature.
- Secondary Exit in case of fire: A discussion was brought up regarding the addition of an Emergency Exit.
  - Follow up is needed on the progress of contacting the owners of Hickory Pass Ranch regarding installing a gate
  - A cost analysis of repairing a damaged fence versus installing a gate for emergency use only is required

- Neighborhood Directory: Susan and James will begin contacting lot owners to get permission to share contact information to be used as a neighborhood only directory.
- Update to POA members: A motion was made regarding the creation of a Neighborhood Newsletter, and all were in favor. The Newsletter would be emailed monthly or quarterly to all lot owners, as well as posted on the community board. The content would contain any information on upcoming construction, fees, updates, and important dates pertaining to the community.
- Maintenance on Fence: Rick reported.
  - Several posts need to be replaced at \$15 a post
  - There are about 6 that have been replaced and just need to be painted
  - Further plans need to be made to get this done during an upcoming community work day
- Initial response to inquiries made to @poa.info: Candy will be handling all inquiries made unless directed to the Treasurer.
- By-Laws and Web address: Considerations were made to either make an addendum to the current by-laws to reflect the correct web address or wait to see if we could obtain the original .com address. This discussion was tabled at this time.
- Consideration of Adequacy of Reserves: Going forward with the required road maintenance will result in a reduction of the POA's Capital balance. Two proposals were made to offset this outcome.
  - Increase POA dues to offset the increased spending over time
  - There was discussion about adding a "road fee." The amount and application date would need to be approved by the POA Members. Current property owners would be exempt. This fee would only apply to lots purchased AFTER the specified date. This one-time fee would only be paid at the beginning of the construction of a new home.
- MFISD bus pick-up/drop-off: It was proposed that a pick-up/drop-off location be established outside of the front gate for all School buses. None shall be allowed inside the CRS neighborhood. A motion was not required for this decision since this will take place outside of the CRS gate.
- Susan called for any other new business. No other new Business was proposed.

The next board meeting will be held on Tuesday, June 11, 2019. @ 10:00 a.m., at the residence of James Kitchens, 27001 Montana Creek Xing, Marble Falls, TX 78654.

A motion was made, and all were in favor to adjourn the meeting. The meeting adjourned at 12:14 p.m.

Respectfully submitted,

Sean Finke  
CRS POA Secretary