

FINAL
Canyon Ridge Springs
POA Board Meeting Minutes
May 12, 2022

A meeting of the Board of Directors of Canyon Ridge Springs POA was held on Thursday, May 12, 2022, at 6:00 p.m., at 12113 Montana Springs Dr. James Stewart, President, called the meeting to order at 6:11 p.m.

Board Members Present

James Stewart, President
Kendra Lindly, Vice President
John Lunceford, Treasurer
Brian Barnes, Secretary

Board Members Absent

Kent Wattinger, Member-at-Large

Other Attendees

Jeff Porter, Chairperson ARC

Proof of Notice of Meeting

The notice of the meeting was posted on the bulletin board and website 7 days prior to the date of the meeting.

Approval of Prior Meeting Minutes

The Board approved the content of the minutes of the March 8, 2022 meeting. Kendra will convert content to a format consistent with Robert's Rules of Order and distribute to Brian Barnes for posting to the website and to the community bulletin board. The Board agreed, to the extent it is appropriate, future minutes will follow the Robert's Rules of Order recommended format.

James requested that Kendra lead the meeting based on Robert's Rules of Order.

The subject of maintenance on current mailboxes or the possible need to secure new mailboxes was added to the agenda under President's Report.

President's Report

- James recommended that the Board send a thank you to Bonnie Safarick for her on-going work at the front gate.
- Cow Creek Road Update
 - Billy Wall, Burnet Co. — we are on schedule to get road overlay by the end of May. Burnett County crew will be doing the work.

- Vinyl Fence Update
 - A certified letter was sent to pursue work or legal action by May 20th. The work will need to be completed within 30 days. As of this meeting, there has not been a response. Approximately 33% of work has been completed.
- CCR Property Issues Action
 - An email was sent to property owners scheduling a meeting to review the issues. The Board agreed to table further discussion until after the meeting.
- The Board discussed briefly the Cow Creek Watershed Landowner Speaker Series and agreed it would be a good source of information for the POA.
- Mailboxes
 - James will approach the postmaster about maintenance on the mailboxes. Deposit drop box needs to be fixed also.

Committee Reports

Architectural Review

Jeff Porter, Chair, reported that Lot 58 was approved for a variance on the exterior materials of the proposed Secondary Structure.

Review of Committee Applications

Volunteer applications for committee participation were reviewed. Very few applications were received, so the Board agreed it will be necessary to have a process for recruiting POA members to serve.

Chairpersons for each committee were assigned:

- Executive – James Stewart
- Nominating – Brian Barnes
- Infrastructure Monitoring - James Stewart
- By-Laws Review – Kendra Lindly
- Policies and Procedures Advisory – John Lunceford
- Architectural Review – Jeff Porter
- Community Assessment — Kendra Lindly
- Firewise – Al Garcia
- Neighbor Helping Neighbor – John Lunceford
- Picnic – none designated

Treasurer's Report

John Lunceford gave the Treasurer's report.

To ensure that Board members have direct access to all financial information associated with the POA, John created a treasurer's folder and Quicken backup on the Google drive. Included are a Balance Sheet, Profit/Loss statement, AR report, and Expense by Vendor report. The prior month's bank reconciliation is posted (April) also.

The POA Member Directory is available on the Google drive also. Every attempt will be made to keep it current.

2023 changes for consideration: Update the website for property transfer fees. The Board agreed to increase fees for this service.

Other New Business

Gate FOBs

Since some residents have requested them, John will order and make available visor-enabled FOBs.

Additional Keys

Every Board member should have a key to the community bulletin board. Kendra will ask Kent to have additional keys made.

Fire Evacuation Plan

The Board discussed the need for a fire evacuation plan. While there is a back road that can be used in addition to the primary exit, the Board agreed it would offer greater safety to the community if an evacuation plan were designed and posted on the website and the community bulletin board. The Board agreed to ask Al Garcia and the Firewise committee to work on this project.

Oak Wilt Management

The Board discussed how Oak Wilt could impact property values and the overall health of the trees in the community. The Board agreed education was needed for residents to help them understand the need for proactive maintenance. Kendra will secure written materials for distribution to the POA members, and the Board will arrange to have someone come to speak about Oak Wilt maintenance at the Annual POA Meeting.

D&O liability Coverage

John indicated this coverage automatically renews. The Board agreed the \$1million amount was adequate for now.

Next Meeting Date & Location

The Board agreed that the next meeting will be held on June 16, 2022 at 6:00 p.m. at the Lunceford residence.

Adjournment

With all business concluded, the meeting adjourned at 8:49 p.m.

Respectfully Submitted,

Brian Barnes, Secretary