

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

May 17, 2023

A meeting of the Board of Directors (the "Board") of Canyon Ridge Springs POA was held on Wednesday, May 17, 2023, at 11100 Montana Springs Drive, Marble Falls, Texas.

Members Present:

Kendra Baldwin, Vice President  
John Lunceford, Treasurer  
Jennifer Garcia, Secretary  
Jim Cook, Member-at-Large, by phone

Other Attendees:

Larry Baldwin  
Al Garcia  
Jeff Porter

Kendra Baldwin presided as Chairman and called the meeting to order at 6:40 p.m. Jennifer Garcia was Secretary to record the minutes. Kendra reported that the Board met in Executive Session immediately before the meeting, from which there were no items to be added to the agenda.

Proof of Notice

The meeting notice was posted on the community bulletin board on April 13, at least seven (7) days before the meeting.

Opening Remarks

Kendra welcomed everyone to the meeting, including Jim Cook, who attended the meeting by telephone. Kendra discussed the recent resignation of Larry Wright as President. Kendra stated last August Larry graciously agreed to step in as Interim President when asked. He helped lead the Board through the Annual Meeting of Members in January and served the Board and community through the CRS picnic at the end of April. The Board and POA sincerely thank Larry Wright for his time and leadership.

Approval of Minutes

Kendra Baldwin asked if there were any changes to the April minutes as circulated. There were none, and upon motion, the minutes were adopted as written.

### Treasurer's Report

John Lunceford gave the Treasurer's report with financial and banking information reconciled through May 24, 2023. Due to fees collected, John reported that income to date was about \$2,900 more than budgeted. John said a \$965 increase in capital was generated from interest earned on the CDs at Austin Telco, which will mature in June.

John signed the POA tax return, which has been filed by Liberty Hill Tax Service at the cost of \$875.

Upon motion, the reports were approved as submitted. A copy of the entire Treasurer's report is attached to these minutes for reference.

### Infrastructure Monitoring Committee Report

John Lunceford presented the committee report. John reported that the parcel locker, initially requested by a member at the Annual Meeting, is installed and in use. The response from residents has been positive. Until everyone is accustomed to checking the locker for packages, please tell your neighbor if you notice a package for them that hasn't been retrieved after a couple of days.

Al Garcia presented the Firewise Report. Most of the counties in Texas, including Travis and Burnet counties, continue to be out of a burn ban. Al reported he was asked by a property owner at the picnic about the process for having water available on their lot, and he will provide relevant contact information and phone numbers in the next week.

### Architectural Review Committee

Jeff Porter, the Chairperson, gave the Committee Report. He reported that the ARC approved a secondary structure for Lot 107. Jeff then updated the Board on the status of previously approved improvements: Lot 59 previously approved Secondary Structure is coming along; Lots 40 /41 have completed the address identification sign and screening for the LP gas cylinder; and Lot 23 anticipates an August start date for the construction of their approved home.

### Policy and Procedures Advisory Committee

Jennifer Garcia, the Chairperson, reported that the Committee would begin drafting policy and procedure administrative updates resulting from mandatory changes to the Texas Property Code.

### By-Laws Review Committee

Kendra Baldwin asked John Lunceford to report on the number of ballot envelopes returned to date. John said 39 envelopes had been received as of today. Kendra said she would send a final reminder for the ballots to be returned by May 22.

Referring to the materials distributed to the Board, Kendra reviewed the process for vote verification, ballot tabulation, and results certification. The Board discussed the documents presented and asked questions about the process.

Upon motion, the Board unanimously approved the ballot tabulation process as presented. Kendra will ask the Webmaster to post the process on the CRS website and will notify Members of its location.

Vote tabulation is scheduled for June 5.

#### Old Business

Picnic - Jennifer Garcia reported that the picnic was well organized and enjoyed by everyone in attendance, thanks to the small group of volunteer organizers including Elaine Sorsby, Linda Rose, Wendy Buddenbaum, Channyce Havdra, and Dave Oswald, as barbeque master.

#### New Business

##### Board Vacancy

Kendra Baldwin asked John Lunceford to report on the Special Call for Volunteers emailed to the POA members seeking nominations or volunteers to fill the Board vacancy created by Larry Wright's resignation. John said that there was no response received to the request.

After discussion, the Board determined it would be appropriate to consider contracting with a third-party property management company. It was noted that seeking outside help would not eliminate the need for a Board or committees but could reduce the increasing workload for those currently serving.

Upon motion, the Board unanimously voted to seek a minimum of three bids from professional property management companies to determine the types and costs of services that could potentially be outsourced. Jennifer Garcia will take the lead on this activity and provide a status update at the June Board meeting. The goal is to secure bids and act on this issue no later than September 1, 2023.

##### Wild Hog Problems

The Board discussed recent damage done by wild hogs in the community. The POA Hog Trap was recently relocated to a member's property. No hogs have been caught as of the Board meeting. Several strategic options were discussed, but no further action was taken at this time. The Board will continue to monitor community hog activity.

##### CRS Website

Kendra Baldwin reported on the increasing level of support needed to maintain the CRS website. This includes an uptick in Board requests for posting minutes and community documents and the need for the website to be significantly updated in the near future. Jeff Miller has done an excellent job as the Webmaster for the past few years, but he has expressed a desire to move out of this role. Upon motion, the Board unanimously agreed to seek a new volunteer for Webmaster prior to the next Annual Meeting of the members.

The June 21 Board meeting will be at 6:30 p.m. at 11100 Montana Springs Drive.

Upon motion, the meeting adjourned at 9:07 p.m.

/s/ Jennifer Garcia, Secretary

Actions Voted On:		
	Approved	Not Approved
April Minutes	X	
Treasurer's Report - March	X	
Ballot Tabulation Process	X	
Bids from property management companies	X	
Select New Volunteer Webmaster	X	

Action items:

- Draft policies and procedures changes resulting from mandatory changes to the Texas Property Code.
- Secure three or more bids from professional property management companies.
- Discuss the annual assessment amount at the August Board meeting.
- Post Board roles and responsibilities document on the website.
- Begin email notifications to members following Board meetings with a short update and link to the website to see previous meeting minutes.

8:59 PM

05/24/23

Accrual Basis

# Canyon Ridge Springs POA

## Profit & Loss

January 1 through May 24, 2023

	<u>Jan 1 - May 24, 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Assessment Dues	19,075.00
Capital Assessments	21,800.00
Late Fees	25.00
Lot Resale	750.00
Misc Revenue	0.00
Sale of Gate Openers	100.00
<b>Total Income</b>	<u>41,750.00</u>
<b>Gross Profit</b>	41,750.00
<b>Expense</b>	
Accounting	1,850.85
Annual Meeting	313.74
Banking Fees	95.00
Electricity	351.38
Front Gate	175.00
Gate Openers Purchased	224.08
Irrigation	967.98
Landscaping and Groundskeeping	650.00
Picnic	509.37
Postage and Delivery	442.79
Water	234.66
<b>Total Expense</b>	<u>5,814.85</u>
<b>Net Ordinary Income</b>	35,935.15
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest on Capital Funds	965.88
<b>Total Other Income</b>	<u>965.88</u>
<b>Net Other Income</b>	965.88
<b>Net Income</b>	<u><u>36,901.03</u></u>

**Canyon Ridge Springs POA**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 17, 2023

	Jan 1 - May 17, 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Assessment Dues	19,075.00	19,075.00	0.00	100.0%
Capital Assessments	21,800.00	21,800.00	0.00	100.0%
Capital Income	0.00	0.00	0.00	0.0%
Interest	0.00	0.00	0.00	0.0%
Late Fees	25.00	0.00	25.00	100.0%
Lien Payment	0.00	0.00	0.00	0.0%
Lot Resale	750.00	0.00	750.00	100.0%
Lot Revenue	0.00	0.00	0.00	0.0%
Misc Revenue	0.00	0.00	0.00	0.0%
P/Y Income	0.00	0.00	0.00	0.0%
Road Impact Fees	0.00	0.00	0.00	0.0%
Sale of Gate Openers	50.00	0.00	50.00	100.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>41,700.00</b>	<b>40,875.00</b>	<b>825.00</b>	<b>102.0%</b>
<b>Cost of Goods Sold</b>				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>41,700.00</b>	<b>40,875.00</b>	<b>825.00</b>	<b>102.0%</b>
<b>Expense</b>				
Accounting	1,850.85	950.00	900.85	194.8%
Advertising/Promotions	0.00	0.00	0.00	0.0%
Annual Meeting	313.74	300.00	13.74	104.6%
Automobile Expense	0.00	0.00	0.00	0.0%
Banking Fees	95.00	0.00	95.00	100.0%
Beautification	0.00	1,500.00	-1,500.00	0.0%
Computer and Sftwr Expenses	0.00	0.00	0.00	0.0%
Copying	0.00	0.00	0.00	0.0%
Depreciation Expense	0.00	0.00	0.00	0.0%
Electricity	351.38	413.90	-62.52	84.9%
Fence Repair	0.00	0.00	0.00	0.0%
Front Gate	175.00	400.00	-225.00	43.8%
Gate Openers Purchased	224.08	0.00	224.08	100.0%
Holiday Decorations	0.00	0.00	0.00	0.0%
Insurance Expense	0.00	0.00	0.00	0.0%
Irrigation	967.98	0.00	967.98	100.0%
Landscaping and Groundskeeping	650.00	1,041.94	-391.94	62.4%
Legal Expenses	0.00	30.00	-30.00	0.0%
Lien Recording and Removal Fee	0.00	0.00	0.00	0.0%
Lien Removal fee	0.00	0.00	0.00	0.0%
Misc.	0.00	0.00	0.00	0.0%
Office Supplies	0.00	0.00	0.00	0.0%
P/Y Purchase of Assets	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Picnic	509.37	500.00	9.37	101.9%
Postage and Delivery	442.79	0.00	442.79	100.0%
Printing & Supplies	0.00	0.00	0.00	0.0%
Professional Fees	0.00	0.00	0.00	0.0%
Property Management Fees	0.00	0.00	0.00	0.0%
Property Taxes	0.00	0.00	0.00	0.0%
Rent Expense	0.00	0.00	0.00	0.0%
Repairs and Maintenance	0.00	500.00	-500.00	0.0%
Road Maintainance	0.00	0.00	0.00	0.0%
Safety Deposit Box	0.00	52.10	-52.10	0.0%
savings	0.00	0.00	0.00	0.0%
Small Tools and Equipment	0.00	0.00	0.00	0.0%
Unknown	0.00	0.00	0.00	0.0%
Utilities	0.00	0.00	0.00	0.0%
Water	234.66	772.90	-538.24	30.4%

**Canyon Ridge Springs POA**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 17, 2023

	Jan 1 - May 17, 23	Budget	\$ Over Budget	% of Budget
Web Site	0.00	0.00	0.00	0.0%
wells fargo	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>5,814.85</b>	<b>6,460.84</b>	<b>-645.99</b>	<b>90.0%</b>
<b>Net Ordinary Income</b>	<b>35,885.15</b>	<b>34,414.16</b>	<b>1,470.99</b>	<b>104.3%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest on Capital Funds	965.88	0.00	965.88	100.0%
<b>Total Other Income</b>	<b>965.88</b>	<b>0.00</b>	<b>965.88</b>	<b>100.0%</b>
<b>Other Expense</b>				
Capital Expenditures	0.00	18,000.00	-18,000.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>18,000.00</b>	<b>-18,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>965.88</b>	<b>-18,000.00</b>	<b>18,965.88</b>	<b>-5.4%</b>
<b>Net Income</b>	<b>36,851.03</b>	<b>16,414.16</b>	<b>20,436.87</b>	<b>224.5%</b>

## Canyon Ridge Springs POA

## Balance Sheet

As of May 17, 2023

	May 17, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Austin Telco Savings	
6 Month Share Certificate 3.25%	120,000.00
Austin Telco Savings - Other	989.79
Total Austin Telco Savings	120,989.79
Wells Fargo Checking-8979	40,967.13
Wells Fargo Savings-8243	27,554.54
Total Checking/Savings	189,511.46
Total Current Assets	189,511.46
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	53,455.91
Pavilion	42,602.00
Total 3. 15 Yr. Land Improvements	243,204.91
Total 1. Fixed Assets	253,799.91
2. Accumulated Depreciation	-127,133.00
Total Fixed Assets	126,666.91
<b>TOTAL ASSETS</b>	<b>316,178.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,776.76
Total Accounts Payable	2,776.76
Total Current Liabilities	2,776.76
Long Term Liabilities	
Road Impact Assessment Deposits	3,000.00
Total Long Term Liabilities	3,000.00
Total Liabilities	5,776.76
Equity	
Opening Balance Equity	30,000.00
Retained Earnings	243,550.58
Net Income	36,851.03
Total Equity	310,401.61
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>316,178.37</b>

Canyon Ridge Springs POA  
A/R Aging Summary  
As of May 17, 2023

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Joe & Jill Hubbert	0.00	0.00	0.00	0.00	375.00	375.00
Taino Ryan	0.00	0.00	0.00	0.00	-375.00	-375.00
<b>TOTAL</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>