

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

June 16, 2022

A meeting of the Board of Directors (the "Board") of Canyon Ridge Springs POA was held on Thursday, June 16, 2022, at 12113 Montana Springs Drive.

Members Present:

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

Members Absent:

James Stewart

Others Attendees:

Jeff Porter
Jennifer Garcia
Samantha Wattinger

Kendra Lindly, Vice President, presided as Chairperson and called the meeting to order at 5:55 p.m. Brian Barnes served as Secretary of the meeting. A quorum was present for the purpose of conducting business.

Before the last board minutes were approved, John Lunceford read an email from James Stewart sent to all CRS residents regarding his resignation as President of the POA. Kendra then read the text of what was sent to James by her. John motioned and Brian seconded the motion to have Kendra respond to James' email to the board.

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

Kendra asked if there were any corrections to the minutes of the May meeting previously distributed for review. Changes submitted by email were incorporated.

A motion was made by Kendra and Kent Wattinger seconded approving the minutes as edited. A motion was then made by Kent to mass email the board minutes and Brian seconded.

Treasurer's Report

John Lunceford, Treasurer, presented the Treasurer's report.

Financials as of June 16th, were:

- Accounts Receivable—At the present time, all accounts are current; no one is in arrears and no money is owed.
- Expenditures by Vendor—up to date as of June 16th
- Budget vs. Actual—Budget is \$29,000 and Actual is \$38,000. Actual vs. Budget spreadsheet is below.
- Check cut for gate repair and keypad on June 16th.

The board discussed additional gate work needed to prevent future issues from flooding. An estimate for approximately \$700 was received to raise the controller boxes. No action was taken by the board at this time.

Canyon Ridge Springs POA

Budget vs. Actual

January 1 through June 16, 2022

June 16, 2022
Accrual Basis

	Jan 1 - Jun 16, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Assessment Dues	19,275.00	19,650.00	-375.00	98.1%
Capital Assessments	21,600.00	21,600.00	0.00	100.0%
Interest	2.59	0.00	2.59	100.0%
Lot Resale	1,500.00	975.00	525.00	153.8%
Sale of Gate Openers	120.00	80.00	40.00	150.0%
Total Income	42,497.59	42,305.00	192.59	100.5%
Gross Profit	42,497.59	42,305.00	192.59	100.5%
Expense				
Accounting	50.00	900.00	-850.00	5.6%
Annual Meeting	285.49	200.00	85.49	142.7%
Banking Fees	1.00	0.00	1.00	100.0%
Computer and Sftwr Expenses	0.00	125.00	-125.00	0.0%
Electricity	450.65	470.07	-19.42	95.9%
Front Gate	1,752.81	500.00	1,252.81	350.6%
Gate Openers Purchased	208.55	0.00	208.55	100.0%
Irrigation	155.00	0.00	155.00	100.0%
Landscaping and Groundskeeping	0.00	1,840.00	-1,840.00	0.0%
Legal Expenses	30.00	100.00	-70.00	30.0%
Office Supplies	0.00	50.00	-50.00	0.0%
Picnic	0.00	500.00	-500.00	0.0%
Postage and Delivery	0.00	100.00	-100.00	0.0%
Printing & Supplies	0.00	50.00	-50.00	0.0%
Safety Deposit Box	95.00	95.00	0.00	100.0%
Water	1,089.10	516.00	573.10	211.1%
Total Expense	4,117.60	5,446.07	-1,328.47	75.6%
Net Ordinary Income	38,379.99	36,858.93	1,521.06	104.1%
Other Income/Expense				
Other Income				
Interest on Capital Funds	3.64	6.92	-3.28	52.6%
Total Other Income	3.64	6.92	-3.28	52.6%
Other Expense				
Capital Expenditures	0.00	6,933.33	-6,933.33	0.0%
Total Other Expense	0.00	6,933.33	-6,933.33	0.0%
Net Other Income	3.64	-6,926.41	6,930.05	-0.1%
Net Income	38,383.63	29,932.52	8,451.11	128.2%

Executive Committee Report

The Executive Committee report was not available. James Stewart, who served as Committee Chairperson, was not in attendance.

Nominating Committee Report

Brian Barnes, Committee Chairperson, stated there was nothing to report at this time. The board did recommend, in the future, all people wanting to volunteer for a committee or board position must be a CRS record lot owner as defined in the POA By-Laws.

Infrastructure Monitoring Committee Report

The infrastructure report was presented by Kendra Lindly. It began with an update on the status of repaving Cow Creek Road. Cow Creek Road has been repaired and an email will be sent to Commissioner Billy Wall thanking him for his support of this project.

Next, the board reviewed the status of the incomplete vinyl fence project. The certified letter that was sent to Bryan Cumbo of Lone Star Vinyl Fence demanding completion of the project was returned as undeliverable NSN. The board talked about options to have the certified letter delivered. One of the options was to have the sheriff deliver. The board talked about the size of the expenditure to continue the fence project. A new bid was given, but there are still 2 bids that need to be received. A special assessment will be considered for the cost of the new fence.

Next, the board discussed the maintenance of the front gate area and picnic/park area as well as mowing the right-of-way along all streets in the community. In the past, the service was performed by RCL and the fee was approximately \$1700. Kendra will call RCL to get an estimate on performing this service again.

Kendra led a discussion on Oak Wilt. She distributed information on Oak Wilt, how to identify it, how it spreads, and ways to stop or slow the wilt. Kendra will coordinate an email to all lot owners in CRS.

Kendra then mentioned the reported increase in snake sightings in the area and possible snake prevention methods. The board discussed providing snake-related educational materials to CRS. A PPT was suggested, showing the most common snakes in the area. Kendra agreed to research.

By-Laws Review Committee

Kendra Lindly, Committee Chairperson, updated the board. Kendra has been talking to residents for volunteers. The board suggested considering the most common variance requests sent to the board as a starting point. Samantha Wattinger volunteered to be on this committee.

Policy and Procedures Advisory Committee

John Lunceford, Committee Chairperson, explained the purpose of the Committee and the processes it would use in drafting, reviewing, and adopting various CRS policies and procedures. Jennifer Garcia has drafts of all committees. The board discussed the importance of keeping the committees accountable.

The first policy the Committee is undertaking is to ask each of the CRS committees to complete a summary sheet describing the purpose of the committee, and listing committee members, periodic tasks and action items, any

goals or concerns the committee would like to address for the year. The summary sheet will be updated periodically and used as a tool to keep committee action items and goals on track throughout the year. A first draft was prepared and distributed to each committee for further review and input.

Architectural Review Committee

Jeff Porter, ARC Chairperson, stated that Jennifer Garcia, would address the process surrounding the review of a recent request and he would address the specific determinations of that request by the ARC.

Jennifer Garcia read a prepared statement to the board. This talked about: fiduciary responsibilities, confidentiality of board meetings, grace to volunteers, and Lot 28 variances.

Next, Jeff stated that the Committee had received a request to volunteer to serve on the ARC from an adult household member of the Lot Owners. The By-laws authorize membership on a committee to all association members with members being defined as record Lot Owners. A discussion ensued regarding the request and eligibility to serve. It was determined the individual did not meet the eligibility requirement.

Jeff then discussed the Lot 28 variance emails between the board and the ARC.

Variance Request #1: The variance request for Animals and Farming was unanimously APPROVED by the board.

Variance Request #2: A variance regarding the location of a secondary structure was discussed. It was determined the Lot 28 owners need to provide evidence that the secondary structure is not located in the easement.

Kent motioned and the board approved the motion for a letter to be sent to the Lot 28 home owners on each of these variances. On behalf of the board, Kendra will send the letter regarding approval of the Animals and Farming variance request. On behalf of the ARC, Jeff will send a letter regarding the potential need for a variance request on the secondary structure location.

Community Assessment Committee

Kendra Lindly, Committee Chairperson, gave the report. Kendra talked about having both an initial assessment and ongoing assessment of all CRS lots. More information will follow as committee members are selected.

Firewise Committee

Jennifer Garcia provided an update on Firewise matters. She discussed burn bans, rainfall, and information posted on the Community bulletin board regarding safe perimeters. She addressed proposed steps to work on a Community evacuation plan. Al Garcia, Committee Chairperson, is working on an evacuation plan for the neighborhood. Burnett County is on a 98-day burn ban. A fireworks email was also sent out to the community.

Neighbor Helping Neighbor Committee

John Lunceford, Committee Chairperson, discussed the Committees activities. There are some volunteers for this committee that were taken from the CRS website.

Picnic Committee

A chair is needed for this committee. Kent volunteered to chair this committee and Brian seconded this. There is a \$500 budget for this committee.

Old Business

Format of Board meetings and minutes were discussed. Brian will use the proposed format in the future.

New Business

The potential need for a secondary structure variance request by the Lot 28 owners was discussed during the ARC report.

Kendra discussed the need to finalize Committee assignments as soon as possible. Each committee chairperson will be responsible for recruiting their committee volunteers.

Other New Business

None was brought forward for discussion.

Next Meeting Date and Location

Kendra led a discussion on the frequency and location of future Board meetings. The board agreed that future meetings will be scheduled every two (2) months with rotating locations. The next meeting will be Thursday August 4th, 6:00 p.m., at the Lunceford residence.

Summary of Action Items

Action Item	Responsible	Timing
Research options for issue related to James’ resignation	Kendra Lindly	2 weeks
Send Variance Approval Letter to Lot 28 Owners	Kendra Lindly	3 days
Send Variance Request Letter to Lot 28 Owners	Jeff Porter	3 days
Research demand letter to Lone Star Vinyl Fence	Kendra Lindly	2 weeks
Review vinyl fence replacement bid from Superior Fence. Determine if additional bids were received by James; secure additional bids as needed (3 total)	John Lunceford	2 weeks
Secure bid from RCL for maintenance of front gate area, park area, and mowing of all road right-of-ways	Kendra Lindly	2 weeks
Send “thank you” to Commissioner Billy Wall	Kendra Lindly	1 week
Make payment for gate keypad repair	John Lunceford	1 week
Finalize work order for additional gate work – raising controller boxes to avoid future problems	John Lunceford	2 weeks
Complete Committee Assignments working document and distribute to Chairs so they can recruit members for their committees	Kendra Lindly	30 days
Post Oak Wilt Educational information on community bulletin board	Kendra Lindly	1 week
Develop Snake Awareness Educational Information	Kendra Lindly	2 weeks

There being no further business, the meeting was adjourned at 8:43 p.m.

Respectfully Submitted,

Brian Barnes, Secretary

Date