

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

August 10, 2022

A meeting of the Board of Directors (the "Board") of Canyon Ridge Springs POA was held on Wednesday, August 10, 2022, at 12113 Montana Springs Drive.

Members Present:

Kendra Lindly, Vice President
John Lunceford, Treasurer
Brian Barnes, Secretary (present for part of the meeting)
Kent Wattinger, Member-At-Large (present for part of the meeting)

Other Attendees:

Jeff Porter
Al Garcia
Jennifer Garcia

Kendra Lindly presided as Chairman and called the meeting to order at 6:07 p.m.

Kendra stated Brian Barnes would be a few minutes late to the start of the meeting due to work. She requested Jennifer Garcia to be Acting Secretary to record the minutes of this meeting and, if possible, future meetings due to Brian's work schedule. Jennifer agreed to be Acting Secretary for the purpose of recording minutes.

Kendra suggested the Board explore offering attendance by Zoom or other electronic means for future Board meetings to ensure a quorum. Kendra Lindly and John Lunceford agreed to coordinate a means for remote meeting capabilities.

Kendra Lindly, John Lunceford, and Kent Wattinger 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

Kendra Lindly indicated the minutes of the previous meeting had been distributed to the Board and all requested changes had been incorporated. She asked if there were additional corrections to the minutes of the June meeting. There were none, and the minutes were adopted.

Treasurer's Report

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

John reviewed the CRS utility costs and stated that the water bill was back in line with previous months, a payment had been made to Pedernales Electric Cooperative, and RCL, the landscape contractor, had been paid \$1,900 for the most recent mowing. John stated as of August 10, there were no outstanding assessments.

A question was asked regarding the budgeting process. John stated the budget is set annually with a new budget prepared in November to December of each year. After discussion, it was decided to start with a preliminary budget to be reviewed at the October Board meeting.

Executive Committee Report

Kendra Lindly stated there was currently a vacancy in the Executive Committee Chairperson position and unless another Board member was interested in stepping in, she would volunteer to fill that role. Upon motion duly made and seconded, Kendra was appointed Chairperson of the Executive Committee.

Kendra reported on the October 1 renewal of the Directors & Officers liability policy and inquired if the Board was still in agreement that a \$1MM policy was sufficient. After discussion, John Lunceford agreed to contact the insurance agent and request quotes on \$1MM/\$3MM/\$5MM policy limits. The Board will review quotes and vote by email as the renewal date occurs prior to the October 4th Board meeting.

Brian Barnes joined the meeting.

Next, Kendra addressed Board staffing. She recommended possibly expanding the board by adding two at-large director positions which would require a change to the by-laws. Kendra stated this could be addressed by the By-Laws Review Committee and voted on at the next Annual Meeting. After discussion, it was decided to have the By-Laws Committee address Board expansion with any proposed changes presented to the Membership at the next Annual Meeting.

The Board discussed the increasing work of the community is falling on the shoulders of a few. More volunteers are needed to keep the business of CRS running. The Board considered the possibility, if additional lot owners do not step forward, of outsourcing some of these duties and responsibilities. After discussion, the Board decided to issue another call for volunteers. Kendra Lindly agreed to distribute an email to the Members, and Kent Wattinger offered to get the information on the community Facebook page after the email is sent.

The Board then discussed the need to appoint an acting President to fill the existing vacancy created by the resignation of James Stewart. The Board noted all current Board members have been Members of the POA for two years or fewer. When filling the vacancy for President, the Board believes a longer-term resident could bring historical perspective and experience to the role. It was suggested Larry Wright, a former CRS POA president and long-time resident, would be a good candidate with those qualifications. After discussion, John Lunceford agreed to approach Larry Wright to ask him to consider serving as President until the next Annual Meeting.

Nominating Committee Report

Brian Barnes, Chairman of the Nominating Committee, stated he was working on recruiting volunteers to the Nominating Committee. The Board discussed the Nominating Committee's "Call for Nominations" form to be issued at least 60 days prior to the date of the Annual Meeting. The Board requested the Call for Volunteers form be updated to track current By-Laws language regarding eligibility to run for the Board and serve on committees. The current By-Laws state a candidate must be a Lot Owner of record in Canyon Ridge Springs.

Infrastructure Monitoring Committee Report

As there is currently no Board member assigned as Chair of the Infrastructure Monitoring Committee, Kendra gave the infrastructure committee report.

Kendra Lindly visited the Waco address for the vinyl fence contractor on two occasions and no one was present. Following substantive discussion on the matter, the Board decided to reach out to a resident for advice before determining next steps.

The Board reviewed bids previously submitted to install vinyl fencing on the community side of Cow Creek Road up to, but not including the area between the stone columns. After discussion, and upon motion duly made and seconded, it was decided that Kendra will secure rebids and forward rebids to the Board via email for consideration and a vote on vendor selection as soon as possible.

The Board decided to defer further discussion on road curbs until the Annual Meeting.

The Board next discussed the arrangements with RCL, the current lawn company cutting the common area grass and road easements. The Board elected to continue calling out for service on an as-needed basis versus a long-term contract to maintain costs for grass cutting.

A Board member inquired about the SLOW sign painted on the road near the exit gate. The Board would like to understand what prompted the sign. Kendra Lindly agreed to distribute an email to the Members to determine what prompted the need for the sign and Kent Wattinger offered to get the information on the community Facebook page after the email is sent.

The Board discussed how recent rains had impacted the gate controller. It was suggested that drainage needs to be improved to direct water away from the controller. Jeff Porter volunteered to assist with the drainage. The controller itself will be mounted inside the top of the controller box to prevent water contact.

The Board discussed recent email communications regarding water usage. The information provided by a long-time resident was very helpful and probably in need of being updated now that there are 5 or more individual lots with wells and approximately 38 homes completed. The Board decided to prepare a list of questions to submit to Larry Black or other officials at Aqua Texas. Kendra Lindly and John Lunceford agreed to work together on preparing the list of questions.

By-Laws Review Committee

Kendra Lindly, Chairperson of the By-Laws Review Committee reported she had a good response to her email requesting volunteers to serve on the Committee. Members are Nubia Devine, Jeff Miller, Linda Rose and Sam Wattinger. Jennifer Garcia and Larry Baldwin will serve as advisory members as needed.

Kendra is trying to get a good date for the first meeting. One matter to be considered by the Committee will be the current definition of "Member".

Policy and Procedures Advisory Committee

John Lunceford, Committee Chairperson, asked Jennifer Garcia, Committee Member to provide an update. Jennifer will update the Committee summary sheets distributed at the June meeting and asked all committee chairs to please submit any changes, including a list of current committee members, to her by email prior to September 30th. Update summary sheets will be distributed at the October Board meeting.

Architectural Review Committee

Jeff Porter, Chairperson of the ARC, provided the report to the Board. Jeff reported he had approached two community Members about serving on the ARC but was unsuccessful in getting them to agree to join the ARC. He will continue recruitment efforts.

Jeff reported the ARC has approved an outside stone fireplace to be built on the exterior porch of Lot 53 in a stone that matches the stone used on the exterior of the main residence. The ARC received an inquiry on processes for permits and electrical supply associated with a Lot improvement for Lots 40/41. The ARC provided some information but deferred to Travis County, PEC, and an electrician for a more definitive answer. The ARC and owners of Lot 28 continue to work together addressing a few ongoing items. The ARC received and approved a request for the installation of solar panels on the home on Lot 107. The ARC is currently considering an improvement proposed on Lot 40/41 which was received a few days before the Board meeting.

Kent Wattinger left the meeting.

Community Assessment Committee

Kendra Lindly, Chair of the Committee gave the report.

Recruiting of Members for the Community Assessment Committee has not begun although some potential volunteers have been identified. Based on the potential for misunderstanding the purpose of this Committee, development of a detailed strategy, assessment forms and proposed operational aspects of the Committee is being considered for roll-out in a formal presentation at the annual meeting. Group discussion would occur at the annual meeting or, if needed, at a special meeting following the annual meeting date.

Firewise Committee

Al Garcia, Chair, provided an update on Firewise matters. As of August 10, forest service firefighters responded to 26 new wildfires with 1,276 acres burned. There are currently 224 of the 254 Texas counties in a burn ban. The report out of Texas A&M Forest Service does not expect any long-term improvement in fuel dryness or drought with the little rainfall anticipated in the coming week.

Discussion turned to a proposed fire evacuation route out of CRS and other detailed steps in evacuation planning and preparedness. Al will continue to work on evacuation planning and steps as well as other resources to assist CRS residents in preparing for a potential wildfire event.

Neighbor Helping Neighbor Committee

John Lunceford, Chair, discussed the Committees activities. He confirmed the Members who have agreed to serve on the Committee. The Board discussed the types of assistance and activities the Neighbor Helping Neighbor Committee has done in the recent past.

Picnic Committee

Kent Wattinger, Chair of the Picnic Committee, was not available to report. The Board discussed the CRS annual picnic was most recently held on a Saturday in October. Kendra agreed to reach out to Kent to let him know the Board was recommending an October picnic date. The selected date needs to be communicated to CRS residents by August 31. John Lunceford confirmed there is \$500 budget for the CRS picnic.

Old Business

The Board determined there was no old business needing to be discussed that had not already been addressed earlier in the meeting.

New Business

John Lunceford will reach out to obtain the CRS community plats and bulletin board key from James Stewart.

Annual Meeting Planning

Kendra Lindly discussed the need to begin planning now for the Annual Meeting to be held in January and agreed to research location options and prepare draft agenda content and report to the Board at the next 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 29610 Montana Ridge Pass (Wattinger residence) on October 4 at 6 p.m.

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

[Action Items begin on next page]

Action Items

| 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> |
| Fence Bids | Lunceford/Lindly | In progress | <p>Lindly will secure rebids and send to Board for consideration and email vote on vendor selection ASAP</p> <p>Reached out to Superior Fence and ECO Irrigation to let them know this will be discussed at our Aug 4 board meeting; James is securing third bid from CMW (Jimmy Stewart 210-394-7792). Fence bids to go out for requotes with decision by CRS in 7-10 days</p> |
| Gate Work/Controller | Lunceford/Porter | In progress | <p>Porter to assist with drainage; controller to be attached 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> |

| | | | |
|---------------------------------------|----------------------|--|---|
| Snake Awareness | Lindly | In progress | Develop snake awareness educational information |
| Video/Electronic Board Mtg Capability | Lindly/Lunceford | In progress | Finalize by publication of meeting notice – not later than Sept 27 |
| D&O Liability Policy Renewal | Lunceford | In progress – finalize by Sept 15 | Lunceford to reach out to insurance company for quote on 1/3/5MM coverage for October renewal |
| Call for Volunteers | Lindly/Wattinger | In progress | Lindly to send email; Wattinger to repost on Facebook once distributed by email |
| Board Expansion | Lindly | In progress | To be addressed by By-Laws Review Committee for vote at Ann Mtg |
| Appoint Larry Wright to Board | Board | In progress | BOD to formally appoint Larry Wright to fill vacancy created by James Stewart's resignation |
| Nominating Committee Forms | Barnes | In progress | Update form to reference requirement to be lot owner |
| Committee Summary Sheets | All Committee Chairs | In progress – due by Sept 30 | Send updated sheets to Lunceford/Garcia |
| Lot 28 Variance Request | Porter | In progress | Discuss revising request to eliminate brick veneer; discuss submitting request for conditional variance on location |
| Fire Evacuation Plan | Garcia | In progress | Continue work on more formal plan; how to distribute; include map; |
| Picnic Committee | Wattinger | In progress – DATE communicated to CRS by 8/31 | Confirm date (a Sat in Oct) w/BOD; communicate to members (email/facebook); get volunteers |
| Neighbor Helping Neighbor | Lunceford/Porter | In progress | J Porter to check with Jan on serving |
| Community Plats/Key to Bulletin Board | Lunceford | In progress | Lunceford to reach out for these items |
| Aqua Texas Questions | Lunceford/Lindly | In progress | Prepare list of questions to submit to Aqua Texas for updates |
| Create 2023 DRAFT budget | Lunceford | In progress – Oct 4 Board Meeting | Draft for review at October 4 Board meeting |
| Annual Meeting Planning | Lindly | In progress | Research options for location and prepare draft agenda content |
| | | | |

| 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 rights-of-way | 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 | Further discussion deferred by Board 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 by Resident | ASAP |

/s/ Jennifer Garcia

August 25, 2022

Jennifer Garcia, Acting Secretary

Date

Canyon Ridge Springs POA
Balance Sheet
 As of August 10, 2022

| | Aug 10, 22 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Capital Fund | 149,517.72 |
| Checking | 48,614.24 |
| Total Checking/Savings | 198,131.96 |
| Accounts Receivable | |
| Accounts Receivable | 375.00 |
| Total Accounts Receivable | 375.00 |
| Total Current Assets | 198,506.96 |
| 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 | 285,292.51 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 198.34 |
| Total Accounts Payable | 198.34 |
| Total Current Liabilities | 198.34 |
| Long Term Liabilities | |
| Road Impact Assessment Deposits | 3,000.00 |
| Total Long Term Liabilities | 3,000.00 |
| Total Liabilities | 3,198.34 |
| Equity | |
| Opening Balance Equity | 30,000.00 |
| Retained Earnings | 216,601.62 |
| Net Income | 35,492.55 |
| Total Equity | 282,094.17 |
| TOTAL LIABILITIES & EQUITY | 285,292.51 |

7:20 PM
 08/10/22
 Accrual Basis

Canyon Ridge Springs POA
Profit & Loss
 January 1 through August 10, 2022

| | Jan 1 - Aug 10, 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 | 120.00 |
| Total Income | 42,872.59 |
| Gross Profit | 42,872.59 |
| Expense | |
| Accounting | 915.00 |
| Annual Meeting | 285.49 |
| Banking Fees | 1.00 |
| Electricity | 628.98 |
| Front Gate | 1,752.81 |
| Gate Openers Purchased | 208.55 |
| Irrigation | 155.00 |
| Landscaping and Groundskeeping | 1,900.00 |
| Legal Expenses | 30.00 |
| Safety Deposit Box | 95.00 |
| Water | 1,413.12 |
| Total Expense | 7,384.95 |
| Net Ordinary Income | 35,487.64 |
| Other Income/Expense | |
| Other Income | |
| Interest on Capital Funds | 4.91 |
| Total Other Income | 4.91 |
| Net Other Income | 4.91 |
| Net Income | 35,492.55 |

7:21 PM
 08/10/22

Canyon Ridge Springs POA
A/R Aging Summary
 As of August 10, 2022

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--------------------------------------|---------|--------|---------|---------|------|--------|
| Mikhail Gordeev and Katrina Gordeeva | 0.00 | 375.00 | 0.00 | 0.00 | 0.00 | 375.00 |
| TOTAL | 0.00 | 375.00 | 0.00 | 0.00 | 0.00 | 375.00 |