

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

August 23, 2023

A meeting of the Board of Directors (the "Board") of Canyon Ridge Springs POA was held on Wednesday, August 23, 2023, at 12113 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:

Jeff Porter, ARC Chairperson
Richard Mathias, Lot Owner

Kendra Baldwin presided as Chairman and called the meeting to order at 6:33 p.m. Jennifer Garcia, Secretary, recorded the minutes. Kendra reported that the Board met in Executive Session immediately before the meeting, from which no items were to be added to the agenda.

Proof of Notice

The meeting notice was posted on the community bulletin board seven (7) days before the meeting.

Opening Remarks

Kendra welcomed everyone to the meeting, including Jim Cook, who attended the meeting by telephone, and Jeff Porter and Richard Mathias, who attended in person.

Approval of Minutes

Kendra Baldwin asked if there were any changes to the Junel 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 August 1. John's reports distributed in advance of the meeting showed \$37,919 in net income; total assets of \$161,998 in certificates of deposit at Austin Telco; \$10,039 in the Wells Fargo checking account; \$15,563 in the Wells Fargo savings account for total current assets of \$187,986.

John reviewed recent expenses for gate repair, a training class, mowing, and water. He stated the budget is more than \$10,000 net ordinary income positive. He stated the \$18,000 budgeted for capital

expenditures has not been spent this year. John reviewed the certificate of deposit amounts and interest rates locked in at Austin Telco Federal Credit Union. He stated that \$385 in accounts receivable was due from two property owners. Upon motion, the financial reports were unanimously approved as submitted.

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, the Chairperson, reported on recent front gate repairs following a lightning strike during a recent storm. He stated committee members had repaired the gate for \$270.31, the cost for the part.

Next, Jennifer Garcia discussed the need to replace four stop signs in the community that were faded or missing. She reviewed information on three grades of signs ranging in cost from \$36 to \$86 dollars per sign. Members of the Infrastructure Monitoring Committee will install the signs. A motion was made and unanimously approved to purchase four stop signs for approximately \$200.

Bylaws Review Committee

Kendra Baldwin, Bylaws Committee Chairperson, stated she is in the process of preparing certified copies of the Bylaws and CCRs for filing with the language as stated in the ballots.

Kendra reported on pending changes to the Texas Property Code, which will go into effect on September 1. Among these changes is a provision that would allow board members, board members' spouses, or persons residing in a board member's dwelling to serve on an architectural review committee if no qualified individuals apply for such position after the Association has solicited applicants.

The Board and the Architectural Review Committee Chairperson discussed the impact of the new legislation, which would increase the pool of eligible volunteers to serve on architectural review committees. Upon motion, the Board unanimously adopted the following:

In order to increase the number of Members eligible to serve on the Architectural Review Committee, it is recommended the Architectural Review Committee establish a goal to be fully staffed, with a Chairperson and all six additional members as authorized in the Bylaws.

Policy and Procedures Advisory Committee

Jennifer Garcia, Chairperson of the Committee, presented several policies for review and approval. The documents were distributed before the meeting to all Board members for review.

Board Roles and Responsibilities - The first policy was a statement of Board member roles and responsibilities initially read and discussed at the February Board meeting. Upon motion, the Board unanimously adopted the roles and responsibilities document.

Board Composition and Meeting Attendance - The next policy addresses the goal of having Board representation from both resident and non-resident Lot Owners on both the Board and its Committees to reflect all Members' interests. While Directors are expected to make every effort to attend all meetings, and remote meeting attendance is accepted, any non-resident Lot Owner serving as a

Director would be expected to attend the Association's Annual Meeting in person. Upon motion, the Board unanimously adopted the board composition and meeting attendance policy.

Outbuilding Policy – The current CCRs define an Outbuilding as a structure of 150 square feet or less. The Architectural Review Committee (ARC) has seen a trend toward larger storage and utility sheds. To seek approval of an Outbuilding greater than 150 square feet, the Lot Owner must apply for a variance, putting a burden on the Lot Owner to submit additional paperwork. The new policy would authorize the ARC to approve an Outbuilding request of 250 square feet or less when the ARC deems the proposed improvement is compliant with the CCRs in all other aspects. Upon motion, the Board unanimously adopted the Outbuilding policy.

Notification of Approvals Policy – To facilitate timely, informed communication between the ARC and the Board, this policy would require notification in writing to the Lot Owner and Board simultaneously upon any approval granted by the ARC. Upon motion, the Board unanimously adopted the notifications of approvals policy.

Prohibition for Lot Improvements Before Residence Policy – In the past, the ARC has received requests from Lot Owners to build improvements on lots before the construction of a residence. The ARC has previously approved such requests only to have the Lot Owner's circumstances and plans change, leaving an abandoned structure that falls into disrepair. Based on previous experiences, the Board desires to establish a policy prohibiting the approval of any Improvement on a Lot before the construction of a Residence. Upon motion, the Board unanimously adopted the prohibition of lot improvements before a residence policy.

All policies and procedures approved at the meeting are attached to these minutes and will be posted on the Community website.

Architectural Review Committee

Jeff Porter, the Chairperson, provided his report before the meeting. The Committee has received no approval requests since the last meeting. Jeff updated the Board on the status of the previously approved Secondary Structure on Lot 107, the house under construction on Lot 23, and the completion of the Secondary Structure on Lot 59. He reported the Lot Owner of Lots 54 and 55 had stated she plans to submit plans for the construction of a new residence to begin in the fall of 2023.

Old Business

Common Area Mowing. Kendra reported on bids she had received for mowing the common areas. She presented three scenarios with different mowing frequencies of the front gate, park, and rights of way. Upon discussion, the Board unanimously approved the lowest-cost mowing schedule, which provides for the front gate to be mowed eight times a year, the park four times a year, and the right of way twice a year at a monthly cost of \$510.

Hog Activity. The dry conditions have slowed the wild hog activity in the community. The Board will continue to monitor the problem and include it on the October agenda.

Planning Calendar. Jennifer Garcia distributed a draft planning calendar and asked for additional input. She stated she would distribute the calendar with Board materials before each meeting to review or edit the calendar as needed.

Annual Meeting and Social Events. Kendra reported on a couple of possible locations for the annual meeting with proximity to the community and the availability of audio-visual and Wi-Fi. She discussed possible activities and ideas to add a social aspect to this business meeting and hopefully increase attendance. A site visit will be scheduled to assess a possible location in Liberty Hill.

Kendra stated that Elaine Sorsby and the social committee would like to host a tailgate event in October and have asked for a budget of \$500 for the event. Upon motion, the Board unanimously approved a budget not to exceed \$500 for the fall social event.

New Business

Jim Cook reported on the activities and events of the North Long Lake Association POA in Minnesota, where he serves as a board member. He discussed the social events they held, including the recent picnic and meeting on the lake.

Volunteer Recognition – Due to the length of tonight's meeting, this item will be moved to the September Board meeting agenda.

The next Board meeting will be at 6:30 p.m. on September 20 at 11100 Montana Springs Drive.

Upon motion, the meeting adjourned at 8:24 p.m.

/s/ Jennifer Garcia, Secretary

Actions Voted On:		
	Approved	Not Approved
June Minutes	X	
Treasurer's Report	X	
Board Roles and Responsibilities Policy	X	
Board Composition and Attendance Policy	X	
Outbuilding Policy	X	
Notification of ARC Approvals Policy	X	
Prohibition of Lot Improvements Before Residence Policy	X	

Action items:

- Discuss the final annual assessment amount at the September Board meeting.
- File recently amended Bylaws and CCRs with Burnet and Travis counties.
- Post recently adopted policy and procedures on the Community website.
- Visit a possible annual meeting location in Liberty Hill.
- Order and install four new stop signs to replace faded and missing signs.

Canyon Ridge Springs POA

Profit & Loss

January 1 through August 1, 2023

	<u>Jan 1 - Aug 1, 23</u>
Ordinary Income/Expense	
Income	
Assessment Dues	19,075.00
Capital Assessments	21,800.00
Interest	1,983.82
Late Fees	25.00
Lot Resale	1,125.00
Misc Revenue	0.00
Sale of Gate Openers	125.00
Total Income	<u>44,133.82</u>
Gross Profit	44,133.82
Expense	
Accounting	949.60
Annual Meeting	313.74
Electricity	617.47
Front Gate	261.60
Gate Openers Purchased	224.08
Landscaping and Groundskeeping	1,300.00
Picnic	397.77
Postage and Delivery	571.69
Repairs and Maintenance	967.98
Safety Deposit Box	95.00
Water	515.18
Total Expense	<u>6,214.11</u>
Net Ordinary Income	<u>37,919.71</u>
Net Income	<u><u>37,919.71</u></u>

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

	Jan 1 - Aug 1, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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	1,983.82	1,950.00	33.82	101.7%
Late Fees	25.00	0.00	25.00	100.0%
Lien Payment	0.00	0.00	0.00	0.0%
Lot Resale	1,125.00	0.00	1,125.00	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	125.00	0.00	125.00	100.0%
Uncategorized Income	0.00	0.00	0.00	0.0%
Total Income	44,133.82	42,825.00	1,308.82	103.1%
Cost of Goods Sold				
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	44,133.82	42,825.00	1,308.82	103.1%
Expense				
Accounting	949.60	950.00	-0.40	100.0%
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	0.00	0.00	0.00	0.0%
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	617.47	639.94	-22.47	96.5%
Fence Repair	0.00	0.00	0.00	0.0%
Front Gate	261.60	400.00	-138.40	65.4%
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	93.55	-93.55	0.0%
Irrigation	0.00	0.00	0.00	0.0%
Landscaping and Groundskeeping	1,300.00	5,761.29	-4,461.29	22.6%
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	397.77	500.00	-102.23	79.6%
Postage and Delivery	571.69	0.00	571.69	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	967.98	1,000.00	-32.02	96.8%
Road Maintainance	0.00	0.00	0.00	0.0%
Safety Deposit Box	95.00	95.00	0.00	100.0%
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	515.18	1,306.94	-791.76	39.4%

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

	Jan 1 - Aug 1, 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%
Total Expense	6,214.11	12,576.72	-6,362.61	49.4%
Net Ordinary Income	37,919.71	30,248.28	7,671.43	125.4%
Other Income/Expense				
Other Income				
Interest on Capital Funds	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Capital Expenditures	0.00	18,000.00	-18,000.00	0.0%
Total Other Expense	0.00	18,000.00	-18,000.00	0.0%
Net Other Income	0.00	-18,000.00	18,000.00	0.0%
Net Income	37,919.71	12,248.28	25,671.43	309.6%

Canyon Ridge Springs POA

Balance Sheet

As of August 1, 2023

	Aug 1, 23
ASSETS	
Current Assets	
Checking/Savings	
Austin Telco Savings	161,998.69
Wells Fargo Checking-8979	10,039.48
Wells Fargo Savings-8243	15,563.58
Total Checking/Savings	187,601.75
Accounts Receivable	
Accounts Receivable	385.00
Total Accounts Receivable	385.00
Total Current Assets	187,986.75
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
TOTAL ASSETS	314,653.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	183.37
Total Accounts Payable	183.37
Total Current Liabilities	183.37
Long Term Liabilities	
Road Impact Assessment Deposits	3,000.00
Total Long Term Liabilities	3,000.00
Total Liabilities	3,183.37
Equity	
Opening Balance Equity	30,000.00
Retained Earnings	243,550.58
Net Income	37,919.71
Total Equity	311,470.29
TOTAL LIABILITIES & EQUITY	314,653.66

Canyon Ridge Springs POA

A/P Aging Detail

As of August 1, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	07/27/2023	JUL 2...	PEC	08/17/2023		43.82
Bill	07/27/2023	JUL 2...	PEC	08/17/2023		44.32
Bill	07/28/2023	JUL 2...	Aqua	08/21/2023		95.23
Total Current						183.37
1 - 30						
Total 1 - 30						
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						<u>183.37</u>



Canyon Ridge Springs Property Owners Association
Policy and Procedures Advisory Committee
Board Member Roles and Responsibilities (August 2023)

Welcome to the Canyon Ridge Springs POA Board of Directors. While the formal roles and responsibilities of the POA Board are defined in the Canyon Ridge Springs POA By-Laws, there are some practical rules we should follow to ensure meaningful service to the community.

1. **Commit your Time.** As a Board member, make your service a priority. Participate actively. Prepare for meetings and make every effort to attend them all.
2. **Know your rules, budget, and community.** Read, reread, and be well-versed in your governing documents. Read all relevant agenda materials before a meeting to prepare to discuss issues and make sound decisions. Be familiar with Canyon Ridge Springs physically and drive around periodically. Know what it takes to maintain the community landscaping, roads, and infrastructure.
3. **Always comply with the governing documents and relevant laws.** The Canyon Ridge Springs POA is a 501c3 corporation. As such, there are certain governing and legal requirements we must follow. Be familiar with these and hold other Board members accountable.
4. **Remember your fiduciary duties.** Recognize that Board members operate in a fiduciary capacity. This means you are entrusted with the association's operation and doing what is in the community's best interest, not in the interest of individual lot owners. You take off your hat as a property owner. You wear your hat as an officer and director and use your best business judgment.
5. **Confidentiality.** Confidentiality is a fiduciary responsibility. Maintain confidentiality of association matters when appropriate. While transparency is essential and Board meetings are open to all lot owners, there is a confidentiality aspect of being a fiduciary. If the Board decides a subject is to be treated confidentially, as a Board member, you must abide by that. Information in the Board minutes is public; details not included should be treated as confidential.

6. **Conflicts of interest.** A conflict of interest can breach your fiduciary duty. If there is a matter before the Board in which you or a family member has an interest, you should recuse yourself immediately. You need to avoid even the appearance of impropriety.
7. **Beware of other breaches.** You can also breach your duties by failing to do the regular tasks involved in overseeing the POA. Board members can breach their duty when they don't hold regular meetings, don't pass budgets properly, or treat some lot owners differently than others.
8. **Work together.** Work within the association's framework and refrain from unilateral action. Discuss Board matters only at Board meetings and not at ad hoc meetings. Remember, the Board speaks with one voice. Each director brings different life experiences and perspectives. While acting in good faith, we may have differences of opinion in interpreting the By-Laws or the CCRs, or we may disagree on the best approach for a situation. A difference of opinion, a different perspective, or another point of view does not make us enemies. Differences should be discussed respectfully and professionally. If you disagree with a Board decision, once it is made, support it.
9. **Exhibit professional behavior.** Treat your fellow Board members and property owners with respect and decency.
10. **Present a positive attitude.** When speaking to other lot owners about your participation on the Board, let them know what a good experience it is and how much you enjoy being able to serve the community. Please encourage them to serve.



**Canyon Ridge Springs Property Owners Association
Policy & Procedures Advisory Committee
Board Composition and Meeting Attendance (August 2023)**

Guidelines and Principles

1. As provided in the Bylaws, only Lot Owners of record can serve as a Director of the Association.
2. The Bylaws set the number of Directors at five.
3. The Association is comprised of both resident and non-resident Lot Owners.
4. It is important to have representation from both resident Lot Owners and non-resident Lot Owners to ensure the activities of the Board and its Committees reflect all Members' interests.

Meeting Attendance goals are as follows and may be amended as needed:

1. The Bylaws provide that the Directors shall determine the frequency, location, and venue of Board meetings held throughout the year as the business of the Association demands.
2. The Bylaws allow Directors to participate in a Board meeting by telephone conference or other electronic method by which all persons participating in the meeting can hear and respond to each other and that such participation in the meeting shall constitute presence in person at the meeting.
3. Directors are expected to make every effort to attend all meetings, whether in person or electronically, and to participate actively.

Board Composition goals are as follows and may be amended as needed:

1. The Board establishes a goal for the Board composition of three Directors who are resident Lot Owners and two Directors who are non-resident Lot Owners.
2. While remote attendance of Board meetings is accepted, any non-resident Lot Owner serving as a Director would be expected to attend the Association's Annual Meeting in person.



**Canyon Ridge Springs Property Owners Association
Policy & Procedures Advisory Committee
Architectural Review Committee – Outbuilding Policy (August 2023)**

Guidelines and Principles

1. As provided in the Covenants, Conditions, and Restrictions (CCRs) Section 2.15: “Outbuilding” means a structure distinguished from a Residence or Secondary Structure by being less than or equal to 150 square feet (e.g., a storage or utility shed).
2. The Architectural Review Committee (ARC) has seen a trend toward larger storage and utility sheds.
3. Section 5.02 of the CCRs provides: f) When an Improvement does not meet the requirements put forth in this document the Lot Owner may apply to the ARC for a variance.
4. As required in this circumstance, the variance request process places an administrative burden on the Lot Owner to submit additional paperwork.
5. The Board desires to streamline the process for requests for both the Lot Owner and the Architectural Review Committee.

Architectural Review Committee Policy is as follows and may be amended as needed:

1. The Architectural Review Committee may approve requests for an “Outbuilding” structure measuring 250 square feet or less (e.g., a storage or utility shed) when the ARC deems the proposed improvement compliant with the CCRs in all other aspects.
2. When approved by the ARC, the Outbuilding shall meet the requirements of the CCRs and not require the submission of a variance request.



**Canyon Ridge Springs Property Owners Association
Policy & Procedures Advisory Committee
Architectural Review Committee – Notification of Approvals Policy (August 2023)**

Guidelines and Principles

1. Section 5.02 d) of the CCRs states:
d) Approvals granted by the ARC will be delivered to the Lot Owner(s) in writing and the Board will be notified of the approval.
2. The ARC is an independent committee operating without Board oversight.
3. The Board cannot influence an ARC decision except on appeal.
4. The Board shall refer any Lot Owner making a direct inquiry regarding an Improvement to the ARC.
5. To facilitate timely, informed communication between the ARC and the Board, it is preferable that the Board be informed of an approval by the ARC in writing when the Lot Owners are notified.

Architectural Review Committee Policy is as follows and may be amended as needed:

Approvals granted by the ARC will be delivered in writing to the Lot Owner(s) and the Board simultaneously.



**Canyon Ridge Springs Property Owners Association
Policy & Procedures Advisory Committee
Architectural Review Committee –Prohibition for Lot Improvements Before Residence Policy
(August 2023)**

Guidelines and Principles

1. Some years ago, the Architectural Review Committee (ARC) received requests from Lot Owners to build Outbuildings or other Improvements on lots before a Lot Owner began construction on the Residence.
2. The ARC has previously approved such requests only to have the Lot Owner's circumstances and plans change, leaving an abandoned structure that falls into disrepair.
3. Based on this previous experience, the ARC has not recently approved such requests from Lot Owners to add an Improvement before the construction of a Residence.
4. Based on these experiences, the Board desires to establish a policy prohibiting approval of any Improvement on a Lot before the construction of a Residence.

Architectural Review Committee Policy is as follows and may be amended as needed:

The ARC will not approve a Lot Owner's request to add any Improvement to a Lot before the construction of a Residence.