

## Canyon Hills HOA Board Meeting Minutes

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### Attending:

Meagan Swenson, President. Mathew Smith, Board Member. Adam Williams, Board Member. Jerra Kramer, CPA HOA Treasurer

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### Subjects discussed:

- How do we enforce codes covenants and restrictions? We need to site the specific language/paragraph in the CC&R document in a letter to the homeowner. The HOA can authorize legal action against the homeowner for non-compliance. Usually a stern letter from our attorney will cause compliance but it's imperative we are consistent with all homeowners. (Adam researched this.)
- The board agreed to concentrate on landscaping issues and weed cleanup as a priority this year with non-compliant street parking as a secondary issue.
- The board discussed having a time frame each year that an RV or camper trailer may be parked on the homeowner's property in front but never on the street. Should we bring this up at the Fall meeting? (No decision.)
- At the entrance to the subdivision we need to obtain a bid for pulling weeds and/or spraying as needed. Can the "missing" maple tree on the left side of the entrance sign be replaced by a like kind tree? (Adam is checking with EZ Landscaping who maintains the entrance lawn on both of these issues.)
- There are few areas where black landscape cover is used with no rock or landscaping on top to hold down the cover and prevent the weeds from growing up. The inside of Harvester Loop is one example. (Still Properties to investigate.)
- The board agreed that when Meagan calls for a discussion via email that board members should be responding back within one week. (Passed, no objections)
- Meagan suggested a drop box/suggestion box with post be installed in the neighborhood for homeowners to pay their dues. Adam suggested a PayPal link on the HOA website to make it easier to pay. The homeowner incurs the PayPal fee to pay by CC. Jerra said we have a PayPal account already set up and can put the link on our website. (Mathew/Meagan to investigate the cost of the drop box.)

Monday, June 13, 2016

- Still Properties has invoiced the HOA on an intermittent basis with no supporting documentation showing what they are invoicing for. Communication has been inconsistent and not in a timely manner. Any letters sent to homeowners must be reviewed and approved by the board before being mailed out to them. A recent letter mailed to certain identified homeowners concerning landscaping & weed cleanup did not follow this protocol and it was discovered that the letter listed an incorrect time frame for CC&R compliance. One homeowner expressed frustration to the board on the subject. (Adam to meet with Still Properties next week and discuss the board's concerns on these issues and a solution.)

Respectfully submitted by Adam Williams, Board Member