

**CANYON RIDGE SPRINGS PHASE ONE  
PROPERTY OWNERS' ASSOCIATION. INC.  
MEETING MINUTES  
BOARD OF DIRECTORS  
WEDNESDAY, FEBRUARY 11, 2026  
6:00 P.M. AT 12133 MONTANA SPRINGS DRIVE**

- Call to order – The meeting was called to order by President, John Lunceford, at 6:02 p.m.
- Board Members Attending: John Lunceford, Donna Wright, Shelly Knapp, Marc Bone & Elaine Sorsby
- Board Members Absent: none
- Others Attending: Vicki Elliott, Larry & Lynda Wright, Channyce & Dave Havrda, Jeff Miller, Mike Pfister, Carl Rose, Dave Buddenbaum, Bonnie Safarick, Rick Rabun, Jeff Porter, Leah Johnston, Barb & Skip Rickert
- Proof of Meeting Notice – The agenda was posted on the community bulletin board, CRS Website, and emailed to all property owners.
- Approval of January 17, 2026 Board meeting minutes (before & after annual POA meeting). Shelly Knapp moved to approve the before POA meeting minutes and Marc Bone moved to approve the after POA meeting minutes. Elaine Sorsby seconded both motions. Motions carried.
- Public Input – **Please note that Public Input will be limited to three (3) minutes per topic.**  
**There will not be a discussion or vote on anything not listed on the agenda.**
  - **Jeff Porter** requested that his email address be added to the master list – has somehow gotten dropped off. John Lunceford added that the directory and welcome packet will be reviewed, updated and distributed in the near future.
  - **Rick Rabun** referred to By-Laws 4.07 (not using mobile home or trailer as permanent or temporary residence), 4.08 (parking of RVs on driveway for general maintenance, trip preparation, and cleaning for a period of 10 consecutive nights), and 4.09 (no overnight camping on lots by Owners other than occasional [e.g. weekend] basis. He feels like there has been violation of these three items in recent times. He added that we all need to be alert and keep a watchful eye out for our neighbors – be alert to take care of one another. **Bonnie Safarick** added that that extends to the park, too. People will stop at park gate or even enter the park – we need to send them on their way. She added – elections coming up – get out and vote!

- **Carl Rose** commented that he had talked to a resident of Whitewater Springs about high prices for trash pick up. They appear to be in the same situation we are – very high prices, prices keep going up, no consistency in what each homeowner is billed. Carl added that, in the greater Marble Falls area, trash pick up has been divided into sections by the waste companies – Waste Connections seems to be the only provider for our neighborhood. **Lynda Wright** added a suggestion that contacting the BBB about the pricing problems might be a good place to start. **John Lunceford** commented that finding out what CRS neighbors are paying would be a good lead in to trying to get one consistent and stable rate for the whole neighborhood. (ACTION ITEM)

- Committee Reports

- Treasurer - Shelly Knapp reported that, as of 2-10-26, the operating account at Wells Fargo was at \$47,126. 87% of annual POA dues have been collected. All delinquent property owners have been contacted – some have replied. Shelly will be sending emails to those still outstanding noting that, as of 2-28-26 (extending grace period to the end of February 2026), any outstanding accounts will be charged the \$20 late fee. John Lunceford commented that, in the near future, we need to look at amount of fines and how they are levied for delinquencies – there is nothing specific in the CCRs or By-Laws. He also added that we need to make sure Liberty Tax is handling depreciation correctly. John asked that, next meeting, we evaluate current CDs to maximize returns.
- ARC – Mike Pfister reported that the owners of Lot #56 have requested an easement variance (from 10' to 3') for their proposed addition to their home. All paperwork has been properly submitted and PEC has abandoned their utility easement. The county agreed to the request, as has the neighbor on that side of the property. ARC recommends approval of the request. Donna Wright moved for approval, John Lunceford seconded the motion and the motion carried. Shelly Knapp did not vote, as the variance request was for her property. Mike Pfister added that the addition plans meet the setback requirement of 50' – placement of new construction is at 58' setback.

- Infrastructure – Dave Oswald was not present at the meeting, but sent input about the mowing contract with RCL. He noted that the contract typically starts in March and that he needs input on the schedule that we are currently using for mowing & trimming needs. John Lunceford commented that, in the past, RCL has been the least expensive bid and we have been pleased with their work. John recommended that we stick with RCL, look at the schedule and, if it's not there, he would like a set rate for extra mows if we need something outside of the contracted number. We currently spread the annual contract out over 12 months and pay \$550 per month. Edge spraying is handled by Tim Barker and maintenance of the road to lots 89 & 90 was most recently done by GOAT handy man. We need to move forward on the RCL contract review and renewal, as appropriate, asap.

- Old Business

- Review of By-Laws and CCRs / formation of Review Committee – to include, but not limited to:
  - Bring all up to date with Texas POA Laws
  - Minimum square footage of new construction houses
  - Establishment of check points for neighborhood home construction when homeowner is acting as general contractor
  - Placement of RVs and trailers on lots
    - John Lunceford commented that CCRs and By-laws were updated in 2023.
    - Elaine Sorsby moved that a By-Law Review Committee of three members be formed to look into the above topics and any others, as needed. Shelly Knapp seconded the motion and it carried.
    - CCRs stipulate that the Chairman of the committee be a Board member – John Lunceford will serve in that position. Skip Rickert volunteered to serve on this committee, so the Board will seek out one more volunteer.
    - Jeff Miller handed over the results of his work comparing new Texas Property Owner Association law requirements to our current policies. As these changes are required by law, no votes are necessary.
    - After all is done, including voting – as required, Elaine Sorsby will update CCRs and By-Laws and submit to Burnet and Travis Counties. Fee required.

- Lynda Wright suggested we keep a log of some type recording when various changes are made.
- Update on two houses currently under construction in neighborhood – Montana Springs Cove & Montana Springs Drive
  - Mike Pfister (ARC) reported that the house on Montana Springs Cove is very close to move in. The house on Montana Springs Drive will reach one year on April 1, 2026. Work is very inconsistent on that house – sometimes just 2-3 days in a week, and sometimes several weeks without anything going on. Mike Pfister has talked to them. John Lunceford and Elaine Sorsby will draft a reminder letter to the owner / builder that the deadline is coming up and the board is capable of imposing a \$1,000 fine for construction not being completed by that deadline – unless extenuating circumstances are presented to the board.
  - Lewis Knapp (beginning an addition soon) asked how a start date is determined. The CCR states one year from start date. The ARC usually establishes the start date as the date when construction (including property preparation) begins.
- Community Forum vs. Facebook Group vs. Communication via Email
  - A fair amount of discussion took place about the best way to communicate with property owners. Donna Wright reported that there has been very little participation on the neighborhood forum – use is cumbersome and property owners just haven't embraced it. Marc Bone moved to cease using the forum. The motion was seconded and carried.
  - Discussion then moved to a neighborhood Facebook page. Richard Cornett originated the neighborhood Facebook page and does a good job of administering it. It has been a great way to share good news and updates and will continue to be so. However, not everyone wants to participate in social media, and, should Richard decide he no longer wants to continue as the Administrator of that group, we would need to start over.

Donna Wright reported that there is an option to create a Business / Community Facebook page. This would allow for multiple administrators, and, more importantly, would not be connected to any individual's personal Facebook account. Elaine Sorsby noted that since some property owners prefer not to use social media, email groups remain the most reliable form of communication for all property owners and homeowners. Elaine also commented that, during the flood in July, the POA and Homeowners' email groups seemed to work quickly and effectively for important and timely communication. Donna will investigate the Facebook options further and report back at the March meeting.

- On the topic of emails. Shelly Knapp (and her recent predecessors) uses the email address [treasurercrsboa@gmail.com](mailto:treasurercrsboa@gmail.com) for her official communications. Use of that email address transfers to the new treasurer as needed. John Lunceford moved that each board member research a Gmail address in a comparable format as the treasurer's, set it up, and begin using for official communications as soon as feasible. Donna Wright seconded the motion, and it carried.

- Review & award of neighborhood grass maintenance and mowing contract for 2026.  
*Discussed during Infrastructure Committee report. See those notes.*

- New Business

- Trash / trash bin condition at home construction site on Montana Springs Drive.
  - Dave Oswald contacted the lot owner / builder. Trash and trash bin cleaned up. Still no porta potty on site!
- Consideration of fines / liens for home construction that exceeds one year limit.
  - Discussion included the fact that the CCRs give the board the right to levy fines, but doesn't list specific amounts.

- Establishing when a home is officially completed is more difficult when it is being built for immediate resale. Lynda Wright commented that Travis County issues a certificate of occupancy, but Burnet County does not.
- Marc Bone moved that we establish a fine of \$1,000 per month for home construction that exceeds one year. The property owner will be advised in writing with a courtesy 30 day warning. The property owner may apply for a variance with the board if extenuating circumstances exist. Elaine Sorsby seconded the motion and the motion carried.

- Variance request for 10 foot easement on lot #56.

*Handled during ARC report – see notes there.*

- Committee volunteers and assignments for 2026 – including Firewise. Review of existing committees and members, review of volunteer forms received, solicitation of more volunteers, as needed.
  - Elaine Sorsby read out the current members of the ARC, Picnic, and Infrastructure committees and noted any vacancies that needed to be filled. Using the volunteer forms collected at the POA annual meeting or submitted prior to that, those three committees were established for 2026 as follows:
    - ARC: Mike Pfister (Chair), Dave Buddenbaum, Vicki Elliott, Nola Finke, Keith Lyons
    - Picnic Committee: Donna Wright (Chair), Barb Rickert, Betsy Sadler, Channyce Havrda, Elaine Sorsby, Jack Ward
    - Infrastructure Committee: Dave Oswald (Chair), Larry Wright, Carl Rose, Jack Ward, David Havrda, Barb Rickert, Brian Berger
  - Firewise – Al Garcia has retired from his position as Firewise Liaison. Elaine Sorsby volunteered to investigate the duties of this position, then send out an email for a volunteer to fill it.

- Motion to Adjourn – John Lunceford moved to adjourn. Donna Wright seconded the motion. Motion carried. \_\_Meeting adjourned at 7:30 p.m.