

**CANYON RIDGE SPRINGS PHASE ONE  
PROPERTY OWNERS' ASSOCIATION. INC.  
MEETING MINUTES  
BOARD OF DIRECTORS  
WEDNESDAY, MARCH 12, 2025  
6:00 P.M. AT 29909 MONTANA RIDGE PASS**

- Call to order – The meeting was called to order by President, Larry Wright at 6:02 p.m.
- Board Members Attending: Larry Wright, Jeff Miller, Shelly Knapp, Marc Bone, Elaine Sorsby
- Board Members Absent: All present.
- Others Attending: Al Garcia, John Lunceford, Lynda Wright, Barb & Skip Rickert, Donna Wright, Dave Buddenbaum, Mike Pfister, Jim Cook, Jason Rudd.
- Proof of Meeting Notice – The agenda was posted on the community bulletin board, CRS Website, and emailed to all property owners.
- Approval of February 12, 2025 Meeting Minutes. After a review of the February 12, 2025 meeting minutes, Jeff Miller moved to approve and Larry Wright seconded that motion. Motion 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.**
  - **Al Garcia** – With reference to clearing lots – are they being advised about remaining attentive to burn piles? One pile has been smoldering for a week. Larry Wright replied that he has been in contact with the lot owner.
  - **Barb & Skip Rickert** – Inquired about being able to dress up, fortify, and improve the fence around the Aqua water treatment site located on their property. They would like to repair and paint, stain, wrap, or something to improve the looks. They have called an Aqua number and received no reply. Larry Wright commented that we are working on getting a contact phone number for the man who took Larry Black's (retired Aqua man for our neighborhood) place – he will be the one to contact. Will place this on the agenda for next meeting.

- **Side note from Larry & Lynda Wright** – They recently interacted with a female plumber who is also going to be selling fresh eggs in the future. Further details will be shared as available.

- **Committee Reports**

Treasurer - \*\*Shelly Knapp reviewed the following financial reports with the group – overall, everything was in order – Budget vs. Actual Report, Balance Sheet, Statement of Cash Flows, Reconciliation Summaries (Checking & Savings Accounts), and A/R Aging Summaries (as of 2/28/25 & 3/12/25). A few things noted:

- On budget Year to Date.
- Two lots sold in February & March
- Unplanned expense of \$1,187.00 paid in February for Liability Insurance. Billing misunderstanding/lost bill – should have been paid in 2024. All insurance is up to date.

\*\*Shelly is following up on paperwork error with Wells Fargo. Account incorrectly categorized.

\*\*98% of dues for 2025 have been paid. Only two outstanding – One says they have mailed a check. Protocol for handling late dues is: Letter/email #1, Letter/email #2, Certified letter, file lien. Work with lot owners who are working with us - Best scenario is to work it out within that protocol vs. foreclosure.

- ARC – \*\*Mike Pfister reported that plans have been submitted for one new house – they were missing a few things – got back to them, they followed up with requested information, no encroachment problems – Committee reviewing plans currently. Per By-Laws, committee has three weeks to answer – owner advised of this – review should be final by next week.

\*\* With regard to lot currently being cleared. POA CCRs forbid “clear cutting” a lot. This lot is not being clear cut – much vegetation remains on lot outside of area where home is to be built. In discussion, there were still concerns about erosion control. Mike Pfister said he would talk to lot owner about efforts to improve erosion control on the lot.

- Infrastructure – Larry Wright gave report as committee chair is out of town. He reported that Jeff Miller & he mortared all the stones back in place where replacement fence rails will be placed. We need 12 foot long stripped cedar fence rails. May have a source in Ingram, TX cedar yard - \$90 each – stripped for 12’ rails – but quote is for 5” diameter rails – we need bigger. Current quote is \$90 per rail x 16 rails – this will go up for bigger diameter rails. Marc Bone moved & Elaine Sorsby seconded to approve purchase of the rails – pending price and proper sizing – with a maximum price per rail of \$130. Motion carried. Larry Wright & Jeff Miller will take trailer to pick up, once purchased.
- Old Business
  - Treasurer and banking signatory transitions – Treasurer position officially handed over from Marc Bone to Shelly Knapp. Marc still “consulting” as needed. Wells Fargo signatory authority has been transferred to Larry Wright, Shelly Knapp, and Elaine Sorsby. Signatory authority transfer for Austin Telco will be done Tuesday, March 18, 2025.
  - Status of camera at front gate – John Lunceford has done extensive investigation into price, types, quality, operation, etc. of various camera options for the front gates. He sent an email to the board prior to the board meeting with all of the details. John talked through and explained the results of his research. That email is attached to these minutes and is a part of the meeting minutes. Larry Wright moved and Shelly Knapp seconded a motion to authorize purchase of necessary equipment with a maximum expenditure of \$1,000. Motion carried. John was asked to move forward and keep the Board updated.
  - Update on new committee assignments – \*\*Elaine Sorsby reported that she had emailed all new committee assignments. One volunteer is still pending.

\*\*Discussion came up about Nomination Committee – that they need to be working on nominees for upcoming open Board positions. John Lunceford volunteered to chair the Nominations Committee. Barb Rickert volunteered to work as a member. Need one more member.

- New Business

- Closing of 2024 financial books & getting books to independent auditor – 2024 books have been sent to Liberty Hill Bookkeeping - Awaiting their input on depreciation. John Lunceford has volunteered to review the 2024 books.
- Neighborhood noise nuisances – dogs & generators - Discussion of generator noise was tabled until next meeting. Numerous complaints about barking dogs have been received by the Board:
  - Dogs barking for extended periods of time at all hours - during the day, evening, in the middle of the night, and early morning hours.
  - Dogs barking aggressively when neighbors walk by – neighbors have changed routes to avoid the dogs.
  - Dogs barking aggressively and for extended periods of time when neighbors or visitors are in their yard or even just open their door. (This makes / will make sale of nearby homes or lots very difficult.)
  - Letter addressing the situation will be sent from Board to the owners of these dogs.
- Approval of amendment to neighborhood CCRs on clarification of setbacks for new home construction - Mike Pfister and Larry Wright explained that the placement of survey pins in our neighborhood is inconsistent. Original lot surveys and pin placements (center of roads) were done when roads in the neighborhood were still dirt roads. When roads were paved, where the asphalt was poured was not necessarily true to the exact dirt road and thus, survey pins did not necessarily end up in the center of the road. This can and has led to difficulties and inconsistencies with new home setbacks from the road. To clarify and make that process consistent, Mike Pfister proposed amending the wording of **CCR 5.08 (a)** as follows:

“Official plat filings prohibit any structure from being located or erected nearer than 50’ to the front edge of the street. A variance must be filed with the appropriate committee if there is a conflict.”

As the Board is allowed to amend or clarify wording in the CCRs, Elaine Sorsby moved and Marc Bone seconded a motion to adopt the new wording for CCR 5.08(a), as written above. Motion carried.

- Annual neighborhood-wide garage sale – John Lunceford suggested investigating having a neighborhood-wide garage sale on a designated day. It could involve using the pavilion, having a map to participating homes, or some combination of both. Elaine Sorsby will send out survey to neighbors in the next week or two to measure interest and report back to Board.
- Firewise certification – pros & cons – Larry Wright explained that the Firewise Program is a Program through the National Fire Protection Association that promotes fire prevention practices in neighborhoods and awareness of issues of wildfires. We were registered as a Firewise neighborhood and that has lapsed. We would need to recertify and then ongoing – keep track of hours and expense involved in clearing grass & brush near homes, mowing right of way, etc. General discussion felt that the program is good to be a part of – a couple insurance companies offer discounts for neighborhood membership and membership may be positively viewed by potential home / lot buyers. Improved awareness of fire prevention is always a plus. Elaine Sorsby moved for our neighborhood to recertify with Firewise and for Al Garcia to head the committee. Larry Wright seconded the motion and it carried.
- Misspelled Montana Spring Dr. street sign at neighborhood entry. (Monatana) – Street sign placed by Travis County at neighborhood entry misspells Montana Springs Drive, as noted above. This has been reported to Travis County via email – with no reply. Larry Wright moved to okay Elaine Sorsby / Skip Rickert to purchase a properly spelled street sign – at their own expense – and someone in the neighborhood would install. Shelly Knapp seconded the motion and it carried.
- Motion to Adjourn – Elaine Sorsby moved to adjourn. Larry Wright seconded the motion. Motion carried. The meeting was adjourned at 7:47 p.m.

*Please note: The information below comes from John Lunceford's 3/12/2025 email to the CRS POA Board outlining his research into security cameras for the front entrance. It is being included as part of the meeting minutes, as he went over this information in the meeting. Formatting has changed from his original email, but all information is unchanged.*

**Canyon Ridge Springs POA  
Proposal for Security Cameras at Front Gate  
March 12, 2025**

**Mission:** To have security cameras at the front gate primarily to identify vehicles coming in and leaving. This would occur 24/7 upon motion detection.

**Requirements:**

1. 24/7 monitoring upon detection of a vehicle entering or exiting the premise.
2. No or minimal monthly fees
3. Ability to record to a SIM Card
4. Ability to retrieve images and videos upon requests from POA owners
5. Basic system that is not expensive and less than \$100
6. Minimal if any maintenance on the system

**Challenges:**

1. No internet or cell phone service at the front gate making it currently impossible to use any Wi-Fi enabled cameras
2. Limited electrical outlets at the front gate so cameras cannot be plugged in at a far distance.
3. There are not great cameras that capture both daytime and nighttime motion and license plate details, at least in the budgeted proposal range.

**Recommendation:**

The company ReoLink is an established company in the security industry and their systems are in the budgeted range.

Since there is no internet and power is limited, the recommendation is to purchase cameras which are "Power over Internet" (POE) capable. These cameras receive their power through regular network (CAT 6) connections and send/receive voice and data through this connection as well. One cable for each camera.

The POE camera will allow them to be mounted on the existing pole along with the existing cameras. POE is also the most stable and reliable connection method vs. Wi-Fi or battery enabled cameras.

Two cameras will be needed: one for entry and one for exit monitoring. There may be the need for two additional cameras for nighttime monitoring depending on the clarity of the license plate details using the daytime/nighttime cameras.

One NVR recorder. The NVR ensures video footage is continuously recorded and backed up, allowing for instant playback from the NVR with an attached monitor or via the internet or a mobile device. For redundancy, video footage will also be recorded on each camera's SIM card. However, the video footage on the SIM card is overwritten after 4 days or once capacity is reached.

The NVR has 2 TB of disk space which can be expanded. Once there is an internet connection, data can be saved to the cloud on an FTP server at no cost. The mobile application can also be used to access video footage at that time.

Testing will need to be conducted to ensure cameras are properly placed and capturing the detail needed to identify car license plates in clarity, especially at night. The process of accessing the data either from the SIM Card or preferably from the NVR at its location will need to be documented and limited people should have the ability to do this process.

Locks need to be installed on the electrical box which will encompass the NVR, monitor, battery backup, etc.

**Proposed System:**

One NVR recorder, 2TB Hard Drive	\$185
Two RLC-811A cameras for daytime - \$92 each.	\$184
Two CX410 cameras for nighttime - \$62 each.	\$124
Four 256 GB SIM Cards - \$20 each	\$80
Network cable and accessories for installation	\$250
<b>Estimated Total</b>	<b>\$823</b>







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	RLC-811A <span>✕</span>	CX410 <span>✕</span>	Reolink TrackMix PoE <span>✕</span>	RLC-843A <span>✕</span>
	 2 Cameras (Black) ▾ <b>US \$ 182.74</b> <del>US \$ 214.99</del> <a href="#">Add to Cart</a> <a href="#">Buy Now</a>	 2 Cameras ▾ <b>US \$ 122.49</b> <del>US \$ 174.99</del> <a href="#">Add to Cart</a> <a href="#">Buy Now</a>	 2 Cameras ▾ <b>US \$ 267.99</b> <del>US \$ 334.99</del> <a href="#">Add to Cart</a> <a href="#">Buy Now</a>	 2 Cameras ▾ <b>US \$ 195.99</b> <del>US \$ 244.99</del> <a href="#">Add to Cart</a> <a href="#">Buy Now</a>
Resolution	4K 8MP (3840 x 2160)	4MP (2560 x 1440)	Max. 4K 8MP (3840 x 2160)	4K 8MP (3840 x 2160)
Frame rate	Max. 25 FPS	Max. 30 FPS	Max. 25 FPS	Max. 25 FPS
Field of view*	H: 31°-105°; V: 17°-55°	H: 89°; V: 46°	H: 104°-38°; V: 60°-21°	H: 100°-31°; V: 55°-17°; D: 123°-33°
Power supply method	PoE (Power over Ethernet)	PoE (Power over Ethernet)	PoE (Power over Ethernet)	PoE (Power over Ethernet)