

**CANYON RIDGE SPRINGS PHASE ONE  
PROPERTY OWNERS' ASSOCIATION. INC.  
MEETING MINUTES - BOARD OF DIRECTORS  
WEDNESDAY, APRIL 8, 2026  
6:00 P.M. AT 12301 MONTANA SPRINGS DRIVE**

- Call to order – The meeting was called to order by President, John Lunceford, at 6:01 p.m.
- Board Members Attending: John Lunceford, Donna Wright, Shelly Knapp, Marc Bone & Elaine Sorsby
- Board Members Absent: none
- Others Attending: Dave Oswald, Larry Wright
- Proof of Meeting Notice – The agenda was posted on the community bulletin board, CRS Website, and emailed to all property owners.
- Approval of March 11, 2026 Board meeting minutes. Marc Bone moved to approve and Donna 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.**

*No public input.*

- Committee Reports
  - Treasurer : John Lunceford reported that a tax extension form had been filed on behalf of the POA via Liberty Tax Services. The POA will not owe taxes. Extension is through 10/15/26. Marc Bone or John Lunceford will work with Shelly Knapp (current treasurer) on year end closing. John also commented that the property taxes assessed on the POA lots seem to be reasonable. Shelly Knapp reported that 98% of property owners have paid their 2026 POA assessments. Two have not paid – Lots 60 & 70. Shelly reported that our current cash balances are: Austin Telco - \$41,783.20 and Wells Fargo - \$52,531.97. A portion of the cash balances need to be moved to a CD. We need to get new signature authorizations on both accounts – moving Larry Wright off and John Lunceford on. Elaine Sorsby provided a copy of the March, 2026 minutes to Shelly for documentation of the board action for this to take place (required by financial institution for these changes).

- ARC - House under construction on Lot #60 did clean up trash on lot. Port-a-let is located behind the house. They did not reply to John Lunceford's email about April 1, 2026 being one year anniversary of beginning of construction. Minimal progress has taken place in the last month. John Lunceford to contact the home/lot owner again. He will copy the Board and Mike Pfister.
- Infrastructure – John Lunceford has been communicating with RCL with regard to the mowing / maintenance contract for 2026. Finally received prices for one time services, if needed. That list of prices was added to the RCL contract and John signed. He changed the effective dates to 4/1/26 through 3/31/27. John said that it is okay for Shelly to begin monthly payments to RCL once they bill us. Dave Oswald reported that he will check sprinkler heads at the front entrance and will flag any that are not properly working – in the next week or two. Sprinklers were turned on last month.
- Old Business
  - By-Laws Review Committee update: John Lunceford and Elaine Sorsby reported that the committee had its first meeting. It began looking at the by-law changes required due to changes in Texas POA laws and discussing possible discretionary changes that would require POA vote. Elaine Sorsby will be taking a closer look at the work done by Jeff Miller on the mandatory changes. Skip Rickert will be available to meet after April 15<sup>th</sup> – the next meeting of this committee will be scheduled after that date.

The question came up about the existence of an original Word copy of the By-Laws and CCRs. Marc Bone commented that he believes there is an original copy in the shared files.

- Firewise Coordinator Position – Bonnie Safarick has agreed to fill the Coordinator position. She has met with Al Garcia for handover. The Welcome Packet to new property owners has a Firewise section. This should be provided to Bonnie to look over and update, if needed. Bonnie sent out a nice email to property owners introducing herself, providing Firewise information, and asking for fire prevention hours to be sent to her.

- Grass maintenance and mowing contract for 2026: Covered in Infrastructure committee report section. See information above.
- Gmail addresses for Board members: President, Vice-President, Treasurer, and Secretary now have Gmail addresses following the same format: [presidentcrspsa@gmail.com](mailto:presidentcrspsa@gmail.com), [vicepresidentcrspsa@gmail.com](mailto:vicepresidentcrspsa@gmail.com), [treasurercrspsa@gmail.com](mailto:treasurercrspsa@gmail.com), and [secretarycrspsa@gmail.com](mailto:secretarycrspsa@gmail.com). We confirmed that, since the At-Large position does very little communication with the POA, no standardized gmail address is needed at this time.

During this discussion, Elaine Sorsby realized that the reminder to the POA about tonight's meeting plus agenda was sitting in her draft file. She had prepared it, but forgot to send! That email also included the new standardized gmail addresses. She sent that email out immediately after the board meeting with an apology to the POA.

- New Business

- Replacement of lights at front entry gates: Larry Wright commented that Ron Rankey (resident & licensed electrician) knows exactly what new lights we need at the front entry. He can purchase the lights and get reimbursed. Donna Wright moved that we authorize Ron to purchase the lights with a \$300 maximum. Shelly Knapp seconded the motion and it carried. Ron will purchase and install the lights when he can.

Several informational items came up during the meeting and are described below:

- John Lunceford has updated the Welcome Guide – sent out to new property owners.
- Only one fob is left on hand. Fob price will increase to \$30 per fob. Shelly Knapp will order a new box and send fob numbers to Carl Rose.
- Donna Wright will begin cleaning up and updating the neighborhood directory. She will send individual emails out with current information – asking property owners to proof and update the current information. Tentative deadline for completion of this project is next board meeting – Wednesday, May 13<sup>th</sup>.

- Motion to Adjourn – John Lunceford moved to adjourn. Shelly Knapp seconded the motion. Motion carried. Meeting adjourned at 6:54 p.m.