

**CANYON RIDGE SPRINGS PHASE ONE
PROPERTY OWNERS' ASSOCIATION. INC.
MEETING MINUTES - BOARD OF DIRECTORS
WEDNESDAY, MARCH 11, 2026
6:00 P.M. AT 29803 MONTANA RIDGE PASS**

- Call to order – The meeting was called to order by President, John Lunceford, at 6:00 p.m.
- Board Members Attending: John Lunceford, Donna Wright, Shelly Knapp, Marc Bone & Elaine Sorsby
- Board Members Absent:
- Others Attending: Channyce Havrda, Lynda & Larry Wright, Carl Rose, Perry Wright, Mike Pfister, Barb & Skip Rickert, Brian Berger
- Proof of Meeting Notice – The agenda was posted on the community bulletin board, CRS Website, and emailed to all property owners.
- Approval of February 11, 2026 Board meeting minutes. Elaine Sorsby 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.**
 - Larry Wright commented that the lights at the front gates were old and faded and should be replaced with LED lights to brighten up the entry. There are seven lights at the entry and they run \$29 - \$40 per light. Old ones were installed in 1999. An electrician / resident has volunteered to install. Will go on April Board meeting agenda – new business.
 - Skip Rickert wanted to make sure that the By-Laws posted on the website were, in fact, the most up to date. They are. He also noted that the fence around the water system equipment on his property is decrepit, an eyesore, and needs to be replaced. It is the property of Aqua, our water management company, and they have not been responsive to his requests for action. The Board will reach out to Larry Black or Josh with Aqua for help on this matter.

- Committee Reports

- Treasurer – Shelly Knapp reported that all 2026 POA dues have been paid except for two lots – Lot 60 (McCammon) and Lot 70 (Ravulapati). She has followed up with both – with positive replies – but no dues received yet. Shelly and John Lunceford discussed the need for her to get with Liberty Hill Taxes about getting 2026 taxes done and filed. Shelly commented that there are no CDs expiring until 2027. She also noted that we probably need to get a new CD from funds in savings account – need to review to establish how much and transfer money, as needed. Shelly Knapp moved to have John Lunceford added to the signatory cards for Austin Telco and Wells Fargo. Donna Wright seconded the motion and it carried. Larry Wright will be removed from the cards. Austin Telco and Wells Fargo require proof of the above resolution. Elaine & Shelly will put together the required letter and John Lunceford will sign it. Shelly will double check with both places to verify who, if anyone, other than John Lunceford needs to be there to add him to the accounts.

- ARC - Mike Pfister welcomed Keith Lyons to the ARC Committee. Nothing further to report.

- Infrastructure – Carl Rose gave the report from this committee. Good news – not a lot to report this month. He reported that he and Larry Wright had installed a new AP5 at the entrance gate that has been programmed with all fobs whose numbers have been reported to him. Shelly has a new box of fobs and will send the range of numbers to Carl so that he can input their numbers and they will work with the new entry device. Carl will share that procedure with Brian Berger so that there is a back up to Carl. Carl also commented that several fence post caps at the park had blown off and have been replaced. The CRS residents who walk on Cow Creek put one fence rail back in place and have picked up trash recently along the road. Thanks! Also – Kudos to Jack Ward for his dependable upkeep on the gate! Thanks!

- Old Business

- By-Laws Review Committee update. – New committee will consist of John Lunceford (Chairman), Mike Jrab, Richard Mathias, Skip Rickert, and Elaine Sorsby. Jeff Miller and Mike Jrab have already reviewed updates required to keep up with changes in Texas POA

laws. Elaine Sorsby has that folder. She will look over and begin preparing the revised By-Law entries. No votes are needed for these – they are required by Texas law.

The first meeting of the By-Law Review Committee will be Wednesday, March 18th at Skip Rickert's house. Start time is 6:00. Elaine to send out email to committee.

- Firewise Coordinator Position – Elaine Sorsby reported that no volunteer has come forward to date. She also noted that the minimum involvement is to assemble to required information to renew our certification and submit it to Firewise every November. Other activities would be optional. Lynda Wright commented that Bonnie Safarick might be a good candidate – she likes to help and is in tune with being a good steward of the land. Donna Wright will reach out to Bonnie.
- Update on three houses / additions under construction in neighborhood (New Construction - Montana Springs Drive, New construction & addition Montana Springs Cove) – It was noted that the residents of the new house on Montana Springs Cove are scheduled to move in tomorrow. The foundation has been poured on the addition on Montana Springs Cove and they are waiting on framing to arrive – should be several weeks. John Lunceford commented that an email would be going out shortly to the owners of the new construction house on Lot #60 as their one-year deadline is approaching – April 1, 2026.
- Grass maintenance and mowing contract for 2026 – John Lunceford commented that the proposed 2026 contract appears to cover the same services as 2025: front gate (8 times per year), park (4 times per year), right of way along streets (2 times per year). Proposed rate has increased to \$600 per month (total \$7,200 per year). John added that the contract has some incorrect dates that need correcting. We also want stated one-time costs if we want mowing done in addition to the number provided for in the contract. John Lunceford moved that we accept this contract, pending correction of dates and addition of the one-time rates. Donna Wright seconded the motion, and it carried.
- Gmail addresses for Board members. John Lunceford reported that he has established a new Gmail address for the President in the same format as the existing Treasurer address. Donna

Wright & Elaine Sorsby need to do the same for the Vice-President & Secretary positions, respectively. That will be done prior to the next board meeting. Once those addresses are established, we can all get access to a shared document folder and move all Board / neighborhood documents into that folder (like By-laws, CCRs, directory, etc.) We need to update the Welcome Guide (which should be sent to new property owners when we receive the resale certificate) and work toward quarterly updates of the directory. Reminder – everything should be sent out in PDF format.

- New Business

- Consideration of variance request for RV repairs – Lot #30 – 29601 Montana Ridge Pass. The Board reviewed the variance request submitted by Jeff Miller for extending the time period for repairs to his RV until the end of the second quarter 2026 (end of June). Elaine Sorsby moved to grant the variance. Marc Bone seconded the motion and the motion carried – variance granted.

- Motion to Adjourn – Elaine Sorsby moved to adjourn. Donna Wright seconded the motion. Motion carried. Meeting adjourned at 6:48 p.m.