

**CANYON RIDGE SPRINGS PHASE ONE
PROPERTY OWNER'S ASSOCIATION. INC.**

MEETING MINUTES

BOARD OF DIRECTORS

WEDNESDAY, FEBRUARY 12, 2025

6:00 P.M. AT 12301 MONTANA SPRINGS DRIVE

- Call to order – The meeting was called to order by President, Larry Wright at 6:01 p.m.
- Board Members Attending: Larry Wright, Jeff Miller, Shelly Knapp, Elaine Sorsby & Marc Bone.
- Others Attending: Dave Oswald, Kathy Stockton, Lynda Wright, Donna Wright, Mike Pfister, John Lunceford, Jeff Porter, Jan Porter
- Proof of Meeting Notice – The agenda was posted on the community bulletin board, CRS website and was emailed to all lot owners.
- Approval of January 18, 2025 Meeting Minutes – After a review of the January 18, 2025 meeting minutes, Marc Bone moved to approve and Jeff Miller seconded that motion. Motion carried.
- Public Input
 - **Jeff Porter** – Trailers parked in roadways and not in accordance with CCRs. Fence collapsed needs to be repaired. Ambulance is gone – good. If not going to pursue these infractions, then should revise CCRs. Or homeowner should apply for variance.
 - **John Lunceford** –
 - Can we get Firewise certification again? Let's get a volunteer to take over program. Will be on agenda for next board meeting.
 - Annual Neighborhood Garage Sale – will be on agenda for next board meeting.
- Committee Reports
 - Treasurer – Marc Bone – handover to new Treasurer, Shelly Knapp, had not happened yet, so Marc finished Treasurer responsibilities for January.
 - He reviewed the following financial forms:
 - A/R Aging Summary (as of 1/31/25)
 - A/R Aging Summary (as of 2/11/25)
 - A/P Aging Summary (as of 2/11/25)
 - Statement of Cash Flows (January 2025)
 - Balance Sheet (as of 1/31/25)
 - Budget vs. Actual (January 2025)
 - Reconciliation Summary – Wells Fargo Checking (period ending 1/24/25)
 - Lien filed against lot #60 (Phillip and Rebecca McCammon) – two years of POA assessments owed.

- Lot #76 (Steve and Sylvia Lowe) has three old liens against it – dating very far back. Marc has checked all records available to him and there is no record of the lien being released or them paying the liens (\$1335). Since no record of lien being released, the burden of proof is on the property owner to show proof of payment.
- ARC - Mike Pfister reported the following:
 - Lot 71 (Jeff & Janet Appleton) had a portable building approved by the ARC and it has been delivered to the property. Also requested approval for a privacy fence – working on that.
 - As of now, no house plans have been received from property owners seeking to build.
- Infrastructure – Larry Wright reported the following on behalf of Carl Rose:
 - Gates were stuck open recently. Water was on the photo eyes – wiped off – all okay.
 - When it warms up, the committee will replace old rails on neighborhood entry.
- Old Business
 - Update on Community Forum – Jeff Miller reported that it seems to be going well. Usage by community members is increasing.
 - Status of camera at front gate – Jeff Miller & John Lunceford are working on this. Looking at various options (ATT, Feit Electronics [suggestion from Jeff Porter], TMobile / Starlink partnership). Many variables involved – camera(s) at entry, cell phone or internet access (?), installation costs, monthly costs. Jeff & John will continue researching and present itemized proposal – including costs – at future meeting.
 - Comment was made that we might want to have a sign at the front that cameras are in operation.
- New Business
 - Discussion of Treasury position transition – transition meeting between Marc Bone (outgoing Treasurer) and Shelly Knapp (incoming Treasurer) scheduled for 2/13/25 p.m. Also – new computer for Treasurer has been purchased, set up, backed up and all synched with the Cloud using Microsoft OneDrive. Everything appears good to go.
 - Resolutions for Board Approval to Change Signers on Bank Accounts – The following resolutions were introduced and approved to facilitate the change of Authorized Signers on the Wells Fargo and Telco Federal Credit Union Accounts. Shelly Knapp moved to accept both resolutions and Jeff Miller seconded that motion. Motion carried. The resolutions are as follows:

Resolution by the Board of Directors to Identify the Authorized Signers on the Wells Fargo Bank Accounts.

The Board of Directors for the Canyon Ridge Springs Phase One Property Owners Association, Inc. wishes to update the list of authorized signers on its Wells Fargo bank accounts. It is the Board's desire to only have the President of the Board, Larry Wright, Secretary of the Board, Elaine Sorsby, and the Treasurer, Shelly Knapp, as the duly authorized signatories on the account. All other names that are currently on the account are to be removed from the accounts going forward.

Resolution by the Board of Directors to Identify the Authorized Signers on the Austin Telco Federal Credit Union Accounts.

The Board of Directors for the Canyon Ridge Springs Phase One Property Owners Association, Inc. wishes to update the list of authorized signers on its Austin Telco Federal Credit Union accounts and share certificates. It is the Board's desire to only have the President of the Board, Larry Wright, Secretary of the Board, Elaine Sorsby, and the Treasurer, Shelly Knapp, as the duly authorized signatories on the account. All other names that are currently on the account are to be removed from the accounts going forward.

- Discussion of Secretary position transition – Elaine Sorsby reported that the transition meeting took place with Linda Rose on 1/25/25.
- Appointment of new Infrastructure Committee Chair – Carl Rose would like to remain on the committee, but be replaced as Chair. Shelly Knapp moved & Elaine Sorsby seconded that Dave Oswald be named Chair of the Infrastructure Committee. Motion carried and Dave accepted.
 - Larry Wright requested that Jeff Miller update the emergency contacts on the website to show: Dave Oswald, Larry Wright & Carl Rose.
- Review of committee volunteer forms and assignment of new committee positions. The Board reviewed the committee volunteer forms that had been received and made the following appointments:
 - Michale Jrab and Jerry Burke added to Infrastructure committee (Elaine Sorsby to notify via email.) Marc Bone moved to appoint, Shelly Knapp seconded, and the motion carried.
 - Donna Wright appointed Chair of Picnic Committee and Barb Rickert added to committee. Elaine Sorsby moved to appoint, Shelly Knapp seconded, and the motion carried. (Elaine Sorsby to notify via email.)
 - One volunteer appointment was put on hold until Larry and Lynda Wright can discuss other options with that volunteer – perhaps heading up the new Firewise effort of serving on the Nomination Committee.
- Motion to Adjourn – Jeff Miller moved to adjourn, Shelly Knapp seconded the motion, and the motion carried. Meeting was adjourned at 6:50 p.m.