



Canyon Park Property Owners Association  
PO Box 1735  
Onalaska, TX 77360  
(936) 646-4445  
Canyonparkpoa2020@gmail.com

## CANYON PARK PROPERTY OWNERS' ASSOCIATION EXECUTIVE MEETING MINUTES

DATE OF MEETING: JULY 5, 2024  
TIME OF MEETING: 6 PM

### EXECUTIVE DIRECTORS OF BOARD

NAME	POSITION	NAME	POSITION
ROBERT SIMARD	PRESIDENT	PAMELA STEELE	TREASURER
JOHNNY CLAWSON	DIRECTOR	WENDY JONES	SECRETARY
OPEN	DIRECTOR		

### IMMEDIATE ACTION ITEMS

Call to Order: \_\_\_\_\_

A) PRIOR MEETING MINUTES-Secretary (Pamela Steele Temp coverage)

- a. Review of Minutes:
- b. Modifications: NONE
- c. Motion to Accept 1<sup>st</sup> P STEELE 2<sup>nd</sup> J CLAWSON Carried Reject

B) PRIOR FINANCIALS MINUTES-Treasurer

- a. Review of Financials:
- b. Modifications: \_\_\_\_\_
- c. Motion to Accept 1<sup>st</sup> R SIMARD 2<sup>nd</sup> J CLAWSON Carried Reject

C) CURRENT FINANCIAL REVIEW-Treasurer

- a. Notes: \_\_\_\_\_

D) INTRODUCTIONS AND REVIEW-Office Manager

- a. LEINS PLACED: There will be an update of all these categories next meeting due to reports that need to eliminate confidential information.
  - i. Notes: \_\_\_\_\_
- b. DEMAND NOTICES \_\_\_\_\_
  - i. # 1ST \_\_\_\_\_ # 2ND \_\_\_\_\_ # 3RD \_\_\_\_\_
- c. PROPERTY OWNERSHIP TRANSFERS # OF TRANSFERS \_\_\_\_\_
  - i. Notes: \_\_\_\_\_
- d. ARA REQUESTS \_\_\_\_\_
  - i. Notes: \_\_\_\_\_
- e. COMPLAINTS: UPDATED PROCESS, OFFICE WILL EMAIL OUT TO BOARD SO WE CAN ADDRESS COMPLAINTS MORE TIMELY.

SECRETARY NAME: PAMELA STEELE (TEMP) SECRETARY SIGNATURE: Pamela Steele

Time of Adjournment: \_\_\_\_\_ Next Meeting Date: \_\_\_\_\_ Next Meeting Time: \_\_\_\_\_



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- f. Special Note: Polk County Real Property Records costs \$25 and \$25/year. We can access all property records. We can split costs with water department and share data.
  - g. COMPUTER: Existing computer is slow and freezing, not compatible with hardware any longer. New computer was never set up by consultant. Recommendations:
    - i. Take new computer to best buy and have it set up with all the appropriate set ups it can be used and have old computer (cleaned) and keep for emergency back up. Approximate cost: \$250 - \$350 which will include a tech plan.
    - ii. Additional ideas: TAKE COMPUTER TO TEKNEEK IN LIVINSTON AND SEE IF THEY CAN FIX FIRST
    - iii. Motion to Accept 1<sup>st</sup> P STEELE Motion 2<sup>nd</sup> R SIMARD Carried Reject
  - h. QUICKBOOKS ONLINE- Not working as expected, significant additional cost in the hundreds. Recommendations:
    - i. Switch to pay HOA- one of the only 1000+ property/lot capable software applications. PayHOA is an easy-to-use platform designed to manage every aspect of your HOA or condo community. Each homeowner can access their online portal to make online payments, submit request forms, reply to violations, view the community calendar and message board, and complete surveys. HOA Board Members and Managers can manage A/R, A/P, full general ledger accounting, and communications in a single, unified platform. [PayHOA | SIMPLE HOA MANAGEMENT SOFTWARE](#) (this link will allow you to take a look. There are demos). Lowest cost app with all the functionality we are looking for including potential future needs.
    - ii. Discussion/Additional ideas: QUICKBOOKS HAS SOME COSTS WE CAN REDUCE AND ALLOW FOR IMPROVEMENTS IN TIME MANAGEMENT FOR OFFICE. DO THIS WHILE INVESTIGATING BEST HOA SOFTWARE AND THEN CHANGE
    - iii. Motion to Accept 1<sup>st</sup> R SIMARD 2<sup>nd</sup> P STEELE Carried Reject
- E) CURRENT MAINTENANCE – Director
- a. Road maintenance: We have several locations that we cannot access the easement due to owner possessions and yard waste. Recommendations for next steps:
    - i. Option 1-Notify the owners of a 7-day requirement to clear or items will be returned to their property with the tractor by pushing back into yard.
    - ii. Option 2-Notify the owners of a 7-day requirement to clear items or items will be cleared and taken to the appropriate recycle/dump location. All expenses associated shall be the property owner's responsibility. Invoices related to these services shall be payable in 30 days. Unpaid invoices shall be pursued through appropriate collection up to and including liens and forced sale.

SECRETARY NAME: PAMELA STEELE (TEMP) SECRETARY SIGNATURE: Pamela Steele

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- iii. Discussion/Additional ideas\_option 2 shall be used with a modification to 30 day requirement. \_\_\_\_\_
  - iv. Motion to Accept 1<sup>st</sup> R SIMARD\_\_ 2<sup>nd</sup> \_P STEELE Carried/Reject
  - b. Road maintenance-POA owned culverts
  - c. Locations where culverts have been installed since last meeting:
    - i. PAWNEE, CHEROKEE, RED OAK, SEQUOIA
  - d. Next locations to be worked on for road maintenance/culverts/drainage:
    - i. SEMINOLE CIR, HEATHERCREST & FENCE POST REPAIR
  - e. Property owner culverts that are blocked, damaged, etc. Recommendation for next steps:
    - i. Option 1, Notify the owners of issue and requirement to repair replace within 30 days to avoid costly repairs by POA or contractor. If repairs have not taken place within 30 days, POA shall repair or utilize a contractor to repair. All expenses associated shall be the property owner's responsibility. Invoices related to these services shall be payable in 30 days. Unpaid invoices shall be pursued through appropriate collection up to and including liens and forced sale.
    - ii. Additional ideas: \_\_\_\_\_
  - iii. Motion to Accept 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Carried/Reject
- F) Newsletter-how do we structure this. Terri has volunteered to continue on this project.
- a. Discussion: TABLED
- G) Fighting City Hall-De-Annexation
- a. History- we were annexed under the impression we would benefit by increased police support and there would not be an increase in taxes.
    - i. A city tax was introduced and implemented.
    - ii. Roads are supposed to be managed by the city, but ours are considered private due to past board communications with the city.
    - iii. The police indicate they have limited jurisdiction because our roads are private property so they cannot issue tickets.
    - iv. Continued increased costs with minimal support from the city.
  - b. Process: Initiate a petition for de-annexation. Must have a commitment from the community. Each property owner would see a decreased cost in their annual expenses by eliminating city tax.
  - c. Contact other subdivisions and see if they are interested in similar steps based on their experience(s) with the city.
  - d. Once enough signatures are obtained with must file paperwork with intent to de-annex.

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e. Ballot and vote requirement after paperwork is filed.

NOTE: P STEELE TO EMAIL OFFICE AND BOARD ALL THE OLD DOCUMENTS RELATED TO THE ANNEXATION; AND CONTINUE TO INVESTIGATE DEANNEXING PROCESS.

H) REMINDER:

- a. We are approaching BURN BAN season, burn while you have the chance.
- b. Adventure at the Library- Every Tue 5pm
- c. Onalaska City Council Meeting- 2<sup>nd</sup> Tuesday/monthly- Public is welcome. We encourage members to attend
- d. Onalaska Library Get Hooked on a Book - 2<sup>nd</sup> Thursday/monthly 5pm

SECRETARY NAME: PAMELA STEELE (TEMP) SECRETARY SIGNATURE: *Pamela Steele*

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