



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

## CANYON PARK PROPERTY OWNERS' ASSOCIATION EXECUTIVE MEETING

### AGENDA

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

#### EXECUTIVE DIRECTORS OF BOARD

<u>NAME</u>	<u>POSITION</u>	<u>NAME</u>	<u>POSITION</u>
ROBERT SIMARD	PRESIDENT	NIKKI ROWELL	TREASURER
JOHNNY CLAWSON	DIRECTOR	PAMELA STEELE	SECRETARY
MICHAEL KEAR	DIRECTOR		

### IMMEDIATE ACTION ITEMS

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

#### A) PRIOR MEETING MINUTES-Secretary

- a. Review of Minutes:
- b. Modifications: \_\_\_\_\_ none \_\_\_\_\_
- c. Motion to Accept 1<sup>st</sup> R Simard 2<sup>nd</sup> J Clawson  
Carried/Reject

#### B) CHANGE BOARD MEMBER ASSIGNMENT – President

- a. Nikki Rowell needs to step down from Treasurer temporarily. Pamela Steele will step down as Secretary and Assign Pamela Steele to the Treasurer. Wendy Jones will step up to the Secretary position.
- b. Motion to Accept 1<sup>st</sup> J Clawson 2<sup>nd</sup> R Simard
- c. Carried/Reject

#### C) PRIOR FINANCIALS MINUTES-Treasurer

- a. Review of Financials:
- b. Modifications: \_\_\_\_\_
- c. Motion to Accept 1<sup>st</sup> P Steele 2<sup>nd</sup> R Simard
- d. Carried/Reject

#### D) CURRENT FINANCIAL REVIEW-Treasurer

- a. Notes: update cash on hand to correct amount

#### E) REQUESTS FOR INFORMATION POLICY UPDATE-Office Manager

- a. Modifications: \_\_\_\_\_
- b. Motion to Accept 1<sup>st</sup> P Steele 2<sup>nd</sup> R Simard
- c. Carried/Reject

SECRETARY NAME: \_\_\_\_\_ SECRETARY SIGNATURE: \_\_\_\_\_

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



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F) CURRENT MAINTENANCE – Director

- a. Do maintenance employees become contractors to Water Dept when they do work for them? no but we need to track hours of employees and tractor correctly
- b. What is the hourly rate/contract rate to be charged to POA when the maintenance folks do work at Water Dept? discuss with the water board. Robert and Dalene to discuss with WB.
- c. Purchase two more culverts, asphalt and road base for Crow and Pawnee
  - i. Discussion
  - ii. Motion to Accept NA 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_
  - iii. Carried/Reject

G) REAL ESTATE ATTORNEY FOR SHITZ INVESTMENT UPDATE-President

No changes at this time

H) WEBSITE PAYMENT OPPORTUNITY-Office Manger

- a. Discussion Terri Investigate new software, QB is not functioning as planned
- b. Motion to Accept 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_
- c. Carried/Reject

I) MEETINGS DURING LEGAL REVIEWS-President

- a. Discussion: When a member/resident approaches a board member, it is just as a citizen, not as a board member unless the board is a quorum and makes a decision. Communication between residents is just that conversation. Situation that occurred between Red Oak and the office building with a board member was explained and not indicative of a board decision.
- b. Motion to Accept NA 1<sup>st</sup> NA 2<sup>nd</sup> NA
- c. Carried/Reject

J) QUICKBOOKS UPDATE-Office Manager

- a. Migration from desktop to online
- b. Discussion/Questions Migration occuring. Very time consuming.

K) QUARTERLY MEETING AGENDA ITEMS NA, no quarterly meeting. Will be annual per the bylaws

- a. CHANGE SPEED LIMIT FROM 30 TO 20 MPH
- b. CLUBHOUSE RENOVATION
- c. SUPERINTENDENT OF SCHOOLS – SCHOOL BOND INITIATIVE
- d. ANGELA HEALTHFAIR (TENTATIVE)

L) NEED VOLUNTEERS, TRUCKS AND TRAILERS FOR SPRING CLEAN UP

- a. We will be picking up at curbside through the park on Friday. We can park at the clubhouse parking and then take the material to the spring clean-up location in Onalaska on Saturday 4/13/24 am.

SECRETARY NAME: Pamela Steele

SECRETARY SIGNATURE: 

Time of Adjournment: 6:32pm

Next Meeting Date: \_\_\_\_\_

Next Meeting Time: \_\_\_\_\_



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M) REMINDER:

- a. Onalaska City Council Meeting- April 9, 2024 5:30p 2<sup>nd</sup> Tuesday/monthly- Public is welcome. We encourage members to attend
- b. Onalaska Library Get Hooked on a Book - April 11, 2024 5:00pm 2<sup>nd</sup> Thursday/monthly
- c. Annual POA Meeting – April 13, 2024 10AM – CP Clubhouse
- d. Spring Clean Up – April 13, 2024
- e. GARAGE SALES LAST WEEKEND OF MONTH April 26-28, 2024
- f. Onalaska VFD - 51st Annual BBQ and Auction - April 27, 2024 (All day)

N) OTHER:

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SECRETARY NAME: \_\_\_\_\_ SECRETARY SIGNATURE: \_\_\_\_\_

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