

Minutes of the Canyon Lake Hills POA Regular Monthly Board Meeting

**DATE: January 18, 2022, at 7:10PM**

PLACE: Canyon Lake Hills Civic Club, 1700 Oblate Drive, Canyon Lake, Texas 78133

Next Meeting: February 15, 2022



Board Members in Attendance: Sharon Cavazos, President; Bette Gilbert, VP; Wes Deskin, 2nd VP; Dez Wingate, Treasurer; Beth Jameson, Pool Director; Cynthia Anders, Recreation; Jessica Arceneaux, Secretary. Non-Board Members in Attendance: Dan Scheel, Permits/ACC; Jack Glaros, Tree Permit; Mel Cunningham, Property Records Administrator.

Board Members Not in attendance: Robert Martinez, Compliance and Sharon Hasting, Communication/Newsletter.

1. The Regular Monthly CLHPOA Board Meeting was Called to Order at 7:10pm by President Cavazos
2. Pledge of Allegiance
3. Quorum Established
4. **Motion by Bette Gilbert to approve General Meeting Minutes from December 16, 2021. Seconded by Beth Jameson. Board approved unanimously to approve Minutes from December 16, 2021.**

5. Treasurer's Report

a. Annual Billing

Annual Dues are due by 31 May 2022, start sending out statements in April or early May

- b. QB Online Payments have been set up and verified. Members wishing to use it will contact us to have an invoice sent to them. Must provide a good email. Invoices being done by President and Admin only at this time. Treasurer will track all transactions on checking account each month, if we go over 50 transactions (.25 per item, exceeding 20 extra items = \$5.00) will bump the account up from basic to preferred (\$5.00 monthly charge) allowing 250 transactions per month. Each auto payment counts as 2 transactions. If we then exceed 250 transactions by 40 extra items (.25 per item, 40 items = \$10.00) we can bump up from preferred to elite account at \$15.00 monthly charge.

- c. Currently working on Working on 1099 for service vendors.

d. Delinquent Accounts

As of 2 Jan 2022, QB showed \$42,076.32 as Open Invoice total

e. Current account Balance(s) RBFCU CAO 31 Dec 2021

Checking: \$18,878.78

Savings: \$14,189.77

MM: \$357,305.63

- f. Amount paid out: \$3,516.07 (RBFCU under CLHPOA)

- g. Amount collected: \$12,804.62 (Amount received by CLHPOA)

- h. RBFCU (business account only) includes items paid but not cleared, and not interest paid

Starting Balance: \$22,293.52

Ending Balance: \$18,777.45

- i. Treasurer's Report accepted as presented

6. Director's Reports

a. President

- i. Summary of January 18, 2022 Executive Board Meeting

A. Moved tree permit positions non-board position

B. Board accepted a new Permit application

C. Board denied variance to approve an existing carport in setback

- ii. Consider and Vote on adding an “Administrative Fee” for smaller amount of workload performed by the Property Records Administrator. Motion by Bette Gilbert that the Administration of Deed Restriction Violation Fines Administrative Service fee be redefined as “Administrative Fee” with a variable \$25 or \$50 rate determined by processing time required. Seconded by Cynthia Anders. Motion carries unanimously.
  - iii. Consider and Vote on Contracting “Outside Services” for QuickBooks troubleshooting and assistance. This item is tabled for more review.
  - iv. Consider and Vote on details for adding Late Fees to past due assessments in QuickBooks. Motion by Bette Gilbert to the late fee process be incorporated with the invoicing of the annual assessment for the first half of 2022. Seconded by Dez Wingate. Motion carries unanimously.
  - v. Consider and Vote on process for deactivating pool cards with past due account holders. BG recommends sending out 2<sup>nd</sup> email reminders to delinquent accounts. Motion by Bette Gilbert to send email to delinquent accounts. After 30 – 45 days if not paid, then certified letter advising to pay or their pool card will be deactivated. Seconded by Des Wingate. Motion carries unanimously.
  - vi. Motion by Bette Gilbert that the CLH Variance Request form be amended to include above the signature line “I agree to pay a \$100 Recording Fee to CLHPOA upon approval but prior to issuance of requested variance to record the document with Comal County Clerk. Seconded by Beth Jameson. Motion carries unanimously.
- b. Vice President/Treasurer/Admin
- i. Quick-Books Update Status/Transition  
DW, MC and BG- moving through as fast as they can to correct and get our system up and running.
- c. Newsletter/Communications
- i. Newsletter – Started in November. Canyon Lake Hills Herald will be sent out every 2 months. January 11, 2022, sent out to 950 recipients; 53% of residents opened it (502 opened); 459 were sent a follow up campaign to the 459 who did not open it and 51% opened. Total open rate of 738 out of 950 residents. 4 bounces and 2 unsubscribed. We have had 1 Board meeting announcement and 2 newsletters since our last meeting. Bette will get with Sharon H. to help with emails addresses that bounced.
  - ii. Website update – new target date for roll-out 2/1/2022. SH will be sending out request for input, home page and information.
  - iii. Sharon H. will be setting up a Google Sheets and Docs training.
- d. Permits and Compliance – Dan Scheel
- i. Request for Permits – Since Dec. 5 permits issued, 14 in progress, 0 denied.
  - iii. Compliance Update – Bette G has contacted 3 people occupying RVs, 3 people making improvements without permit, and 1 STR advertising for 11 occupants has been referred to Comal County to check the septic system. Regarding the RVs, 1 is gone, 1 maybe abiding by the deed restrictions and I need to follow-up with the 3<sup>rd</sup>.
  - iv. Tree Permits – 10 requests and 10 approvals. Send all requests straight to Jack. He will handle everything.
- e. Recreation – Cynthia Anders
- i. Summary of December Holiday Golf Cart Parade - Cynthia Very well attended, at least 25 + spectators, wonderfully decorated golf carts.
  - ii. December Holiday Home Decorating contest – Sharon; judges spent 3.5hrs. driving then 2.5 hours choosing winner. Winners were very happy to receive their signs.

- iii. Beth Jameson - Update on the "Walk the Gorge" event on January 15, 2021 – Cynthia/Beth Small group, nice weather, fun time. \$5 for the self-guided tour, signs are posted on the trail, an app will be created.
- iv. Cynthia Anders - POA hired a person to upgrade and repair work inside fences pool area, restroom doors refurbished and painted, partitions replaced, ladies shower door repaired
- v. Update on Park and Basketball Court – Cynthia; We don't know how old existing bb backboards have been there. We have plywood 40x48". Billy Anders can use it to create a backboard. Other fiberglass backboard also needs to be replaced. Asking for motion to allow expense for B Anders to purchase materials and complete the work to fix one bb goal.
- vi. Tennis court fix – paper submitted by CA.

**Motion by Bette Gilbert to approve \$600 bid for tennis court and basketball goal repairs. Seconded by Dez Wingate. Motion carries unanimously.** \*Later in meeting a suggestion to purchase a premade basketball backboard system.

f. Pool – Beth Jameson

- i. Pristine will start in 1 week if they have materials. Warranty Repairs until June 30<sup>th</sup>. Tile has been looked at by South Texas Tile and Cleaning but no bids yet. Waiting for a line-item bid. We don't have any other companies to do the work. Pay upon completion contract.

7. Old Business

- a. President Cavazos - Digital or Manual Marquee/Message board  
SC sent out info. Wireless keyboard to program board. There are 2 types of marquee board. Need to talk to Civic Club to see if we can do it. Civic Club owns property, pays electricity so we would need to work something out. Cost of marquee ranges from \$3000 - \$10000.
- b. Curbside painting of house numbers or other ideas. Blue signs are free but \$25 to install them.
- c. Tennis Court refurbishing and dual use as tennis and pickleball court. Mary is working on it.

8. New Business

- a. Pleased to announce that Teri Ann Parise is appointed as Events Coordinator Motioned by CA and seconded by DW. Motion carries unanimously.
- b. We will hold off on Billy Anders repair of basketball backboard/rim. Dez's husband will research looking into replacement pricing.

9. Public Comment

Regarding a new lighted marquee sign: Chris Feller – sign, across the street an RV park (10 spots) is coming in, it's going to look like Vegas"

10. Motion by Cynthia Anders for Adjournment at 8:08pm. Seconded by Dez Wingate