

Canyon Lake Hills POA
General Session
11-16-2021

The General Session of the Canyon Lake Hills POA was Called to Order on November 16, 2021, at 7:06pm by President Sharon Cavazos at the Canyon Lake Hills Civic Club at 1700 Oblate Dr. Canyon Lake 78133. A quorum was established.

Board Members In attendance: *Sharon Cavazos, President; *Bette Gilbert, VP; *Wes Deskin, 2nd VP; *Kimberly (Dez) Wingate, Treasurer; Sharon Hasting, Communication/Newsletter; Beth Jameson, Pool Director; Cynthia Anders, Recreation; and, Jessica Arceneaux, Secretary

Non-Board in attendance: Dan Scheel, Permits/ACC; Jack Glaros, Tree Permit; and, Mel Cunningham, PRA

Not in attendance: Barbara Stubblefield, Compliance 2 and Robert Martinez, Compliance.

- I. Call to Order
- II. Pledge of Allegiance
- III. Establish a Quorum
- IV. **Motioned to Approve Minutes from October 19, 2021 General Meeting. (CA/BG) Motion carries.**
- V. Treasurer's Report – Dez Wingate
Current account Balance(s) RBFCU only
Checking: \$5,368.32, (plus \$20K added on 1 November 2021 from RealManage)
Savings: \$271.29
MM: \$340,573.11 (\$100K from RM deposited)
Amount paid out: \$11,213.21 (RBFCU and Union under RM)
Amount collected: \$2,962.41 (based on RM Oct AR Ledger)
Treasurer's Report accepted as presented.
- VI. Director's Reports
 - a. President – Sharon Cavazos
 1. Summary of November 16, 2021 Executive Board Meeting
 - a. Created and approved a new logo for CLHPOA
 - b. Welcome Letters have been updated and going out next week.
 - c. Security system fixed
 - d. **Motion to hire outside service to help with AR ledger to QuickBooks for \$2000. (BG/SH). Motion carries unanimously.**
 - e. **Motioned to use Online payment options with QuickBooks (BG/SH). Motion carries unanimously**
 - f. Mel Cunningham will be our registered agent.
 - g. Pool director working on receiving estimates on repair.
 2. Consider and approve the appointment of the following directors and positions:
 - a. Motion to approve Sharon Cavazos as President (CA/SH). Motion carries unanimously
 - b. Motion to approve Kimberly Wingate as Treasurer (BG/CA). Motion carries unanimously
 - c. Motion to approve Beth Jameson as Pool Director (SH/DW). Motion carries unanimously
 - d. Motion to approve Sharon Hasting as Newsletter/Communications Director (BJ/DW). Motion carries unanimously

- e. Motion to approve Robert Martinez for Compliance (BG/BJ). Motion carries unanimously
 - f. Motion to approve Dan Scheel as ACC/Permits Chair (BJ/WD). Motion carries unanimously
 - g. Motion to approve Jack Glaros as Tree Permit Chair (SH/WD). Motion carries unanimously.
 - b. Vice President/Treasurer/Administrator
 - 1. Quick-Books Update Status/Transition – in process
 - c. Newsletter/Communications - Sharon Hasting
 - 1. Newsletter – Hills Herald to go out every 2 months, 942 recipients
 - 2. Welcome Letter has been revised
 - 3. Letterhead/Logo for POA was voted on and approved
 - 4. Beginning website design, target roll-out is end of Dec.
 - 5. Christmas events info will be sent out
 - 6. Safety and Awareness campaign pending discussion, target early December.
 - d. Permits and Compliance – Dan Scheel
 - 1. 5 permits issued since last meeting; 8 permits processing; currently none denied. 8,
 - 2. Variance Requests – Updates
 - a. 515 Hummingbird Hill, Motion to approve the 20ft setback on the garage of the structure (BG/DW). 5 yay, 4 nay; Motion carries.
 - e. Compliance Update – Robert Martinez, absent, no report
 - f. Tree Permits – Update from Jack Glaros

10 requests, all approved. JG inspected all properties. Opportunity to educate not penalize. Tree info will be added in newsletter.
 - g. Recreation – Cynthia Anders
 - 1. Holiday Toy drive with Canyon Lake Firefighters Association on Nov. 19, 2021 from 5 – 8 pm
 - 2. November Food Truck with Lupe’s Tex Mex on Friday, Nov. 19, 2021 from 5-8 pm
 - 3. December Holiday Golf Cart Parade on Saturday, Dec. 18, 2021 at 10am
 - 4. December Holiday home decorating contest. Winners given yard signs on Dec. 19, 2021, more info to come, categories are in the newsletter.
 - 5. Motion to approve a purchase from Lowe’s to fix any plexiglass needed for signage. (BG/DW). Motion carries unanimously.
 - h. Pool, Beth Jameson
 - 1. Plans for upgrading/repair, receiving estimate bids. For resealing plaster and fixing tiles on a corner.
 - 2. Pool pumps – currently have received 2 bids and 1 new one coming Friday.
 - 3. Job description of pool/park caretaker. More info to come next month.
 - 4. Other
- VII. Old Business
- a. Bank card has been updated. Now with RBFCU
- VIII. New Business
- a. No December meeting
 - b. Audit by Timothy DeVolt & Company Proposal. Cost is \$2250. Suggested since we are changing management. Fiscal year ending 2020 was when the last audit was done. Motion to we do not have an audit now (BG/DW). Motion carries.
 - c. Motioned to Consider and vote for the initiation of a deed restriction enforcement lawsuit for failure to remove RV(s) from property (BG/CA). Motion carries unanimously.
 - d. Motioned to Consider and vote for referral for legal action with POA attorney if the carports have not been removed (CA/DW). Motion carries unanimously
 - e. Digital or Manual Marquee/Message board suggested. Civic Club owns the sign.

- f. Civic Club info to go in newsletter. (BJ)
- g. Curbside painting of house numbers or other ideas. Crystal (owner) - HUD.gov; a grant to pay for number signs.
- h. Mary Fonke-Harris (owner) suggests Tennis Court refurbishing for dual use as tennis and pickleball court. Pickleball is fastest growing sport in country. CRRC is closest court to use. PKLBall is for all ages. PKLball net is different from tennis net. Mystic Shores is doing some of their courts. Court has lots of cracks to fix. Mary and Sharon H to work on proposal for retrofitting tennis court for pickleball court.
- i. Tennis court - No gate code to enter and lights info will be put in newsletter.
- j. Fixes needed for basketball and plywood in restroom area.
- k. Owner – regarding a house on Comfort/Paradise.....Why does the POA allow a house so dilapidated? SH – there is nothing in our Deed Restrictions that address the condition of the home. BG – if you have concerns, contact the Comal County Environmental Dept. to report potential safety hazard.

IX. Motion to Adjourn 7:57pm (SH/DW). Motion carries.