

PURPOSE: Canyon Lake Hills POA Regular Monthly Board Meeting  
DATE: March 15, 2022 at 7:02PM  
PLACE: Canyon Lake Hills Civic Club, 1700 Oblate Drive, Canyon Lake, Texas 78133  
Next Meeting: April 12, 2022



**Board Members in Attendance:** Sharon Cavazos, President; Bette Gilbert, VP; Dez Wingate, Treasurer; Beth Jameson, Pool Director; Cynthia Anders, Recreation; Teri-Ann Parise, Events; Jessica Arceneaux, Secretary. Sharon Hasting, Communication/Newsletter

**Non-Board Members in Attendance:** Dan Scheel, Permits/ACC; Jack Glaros, Tree Permit; Mel Cunningham, Property Records Administrator

**Board Members Not in attendance:** Wes Deskin, 2nd VP

1. Call to Order 7:02pm
2. Pledge of Allegiance
3. Quorum established
4. Public Comment

Owner Carol Mitchel – Has lived here for 2 years. Concerned with the increasing number of Short-term rentals. I've communicated to several Board members regarding 4348 Morningside Way. After it was renovated, it is a VRBO, a STR. Comal County shows Erin Konkell is the owner as residing at the house but, in fact, she lives in Houston. We know the deed restrictions for Unit 1 do not allow STRs. I am requesting a letter be written by the Board to this homeowner to inform them that they are in violation of the deed restrictions. I have called into the County about septic capacity. The STR listing is for 10 people and it is a 3bdrm/2 bath house. I would like to volunteer, along with others, to help the Board address these STRs.

SC – We have a STR committee lead by Wes Deskin. We are refocusing on STR and leasing and rental policies. We invite you to the committee. Meeting this month; some meetings by Zoom. April newsletter to have wording in new deed restrictions. Will have our attorney work with wording.

CM – can you send a letter?

SC - We are waiting to send any letters until Board approves a letter.

CM – Can be effective (letter), it has been done before. We need to dig for details and facts.

DW - We are collecting the information, so we have the lawyer draft the proper letter.

JG – If we decide, can we assess a fine on a daily basis when we are finished with the committee?

SC – All those options are being researched?

DS – Homeowners are allowed to sue other people who are breaking deed restrictions.

5. Motion by CA to accept the February 15, 2022, Minutes as written. BG seconded.

6. Treasurer's Report

Annual Billing

Annual Dues are due by 31 May 2022, start sending out statements in ~Late April 2022

Account Management

32 transactions in Feb 2022 for our Basic business checking account.

Delinquent Accounts (Nov. – Feb.)

168 Overdue Accounts totaling \$44,082.00 pulling over 90 days

217 Open Balance Accounts totaling \$41,607.00 including might be new

Some of these numbers overlapping

Quarterly Financials Report

Once a quarter a Profit and Loss report will be included with the treasurer's report. It will cover the 3 months prior and line up with the POA fiscal year of June – May. The first report will cover Nov 2021-Feb 2022, to account for when we left RM. See attached report.

Presented March - Covers Nov-Feb

Presented June - Covers Mar-May (end of our year)

Presented September - Covers Jun-Aug beginning of fiscal year

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Presented December - Covers Sep-Nov  
Presented March – Covers Dec-Feb  
Current account Balance(s) RBFCU CAO 28 Feb 2022  
Checking: \$16,659.27  
Savings: \$11,398.54  
MM: \$357,507.80  
Total expenses: \$14,249.35 (pool reno)  
Amount deposited: \$6,363.19  
Pending deposit: \$4,585.00

DS – FDIC insured limit recommended moving into another account.  
DW – Banking and credit unions are different; I am looking into whether we need to move the money.  
BG – We are supposed to have operating budget and reserves so we can use a separate account for the reserves.  
SC – Treasure’s Report accepted as presented.

#### 7. President’s Report and Action Items

- a. Pool and Park bids have been received. Those items will be discussed later.
- b. Executive Meeting will be at end of meeting if needed. Audience will be asked to step outside.
- c. Public Comment has been moved to front of meeting.
- d. Motion by BJ for Annual Board Meeting date on July 23, 2022, 10am. BG seconded. Motion carries.
- e. Motion by CA to erect signage at main entrance regarding Deed Restricted Homesites with a minimal number of lines. Seconded by BG. SC – pricing was \$120 for sign with metal stake/stand. It will have our website on it. SC – we agree to finetune signage.  
Discussion: BJ originally, we wanted to move that sign. Where it currently located, people drive by too fast to be able to read it. So crowded with all the junk behind it. SH agrees. SH best practices for signage is no more than 3 lines of text no more than 12 inches or higher, especially for a drive-by. If you a small sign with that much information, it will be a hazard with people stopping to read it or it will be simply overlooked. SH – Do we have a clear audience for the sign? BG – New people  
SH – We need a clear audience. CA – “Welcome to CLH a Deed Restricted community” with the website.  
SC – Amend your motion. BJ – We are hoping to get approval at corner of Scenic/Oblate to have signage there.  
Vote Ay – 4; Nay – 4; vote DOES NOT pass to erect signage at main entrance.  
Connie (owner) – We have a problem with businesses and equipment and when people work out of their home. This is residential and not to run a business out of their front yard.
- f. Motion by DZ for new signage at Parking Lot Seconded by SH, Motion carries unanimously. Signs regarding unauthorized vehicles will be towed.
- g. Motion by SH to accept of Resignation by Robert Martinez as Compliance Director. Second by BJ. Motion carries.
- h. Motion by DW to hire Timothy, DeVolt and CO. as our CPA for \$900 for Tax Filing Proposal for 2021-22. Seconded JA. Motion carries. SC – price did go up a bit this year because he must compile both Real Manage and our accounting system.  
Discussion: BG – Regarding franchise tax. I have seen a document that we are franchise tax exempt, but I cannot find anything to say we have to file something. Therefore, I am against the extra \$100 for the expense for TD & Co. to file. SC – I recommend to file and if we can find the document, he shouldn’t charge us \$100.

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i. Hiring Part-Time Compliance Employee. We are unable to find volunteers who are willing to devote time to tour neighborhood, contact violators of deeds restrictions. I recommend hiring someone. 20hours a week about \$20/hr. which is \$15000 - \$20000. Mileage compensation. Hire someone as soon as possible. Vincento Terracino – What are the major deed restrictions violated? SC – People parking rvs and using; parking things on their lot without a home on it; building in the easement setback, building without permits. I think most people don't realize, BG – trash, clutter are problems. A subdivision this age makes it difficult to get rid of it if it was there for 50 years. SC – To address these violations, a letter would be sent to owner to make aware, then demand letter from Compliance Director representing the board. BG – Right now I am handling Compliance. I'm not putting my name. VT – I can help maybe 10 hours a week. Is oak wilt a deed violation? DS – There is a deed restriction that says you are not allowed to destroy a tree without the Grantor's approval. BG – We do have a fine and enforcement policy for trimming out of season. BJ – You should have permit for trimming any tree. SC – Compliance Officer would report to the Compliance Director. Robert Martinez is now helping ACC with Dan. I believe we need to get the compliance positions filled as soon as possible. SH – job description to fine tune "bilingual" to "bilingual is preferred". Connie (owner) – The heavy construction equipment parked on residential property of on easements is my biggest concern.

**Motion by BJ to hire a compliance office to work with a compliance director. Seconded DW. Motion carries unanimously.** Discussion: BG explain the last item "walking area to inspect". Common areas do not fall under responsibilities of Compliance.

Modification of job description must be made.

8. Property Record Manager's Report - Mel Cunningham  
15 new listings for For Sale Properties/lots advertised: 3 pending, 2 back on market. Of those: 3 resale certs. 4 statements of accounts completed and back to title company; miscellaneous inquiries/requests.  
Updating account/credit card convenience fees – 1  
Checked ready for deposit – 12  
I have 184/2500 lots still to review.
9. 2<sup>nd</sup> Vice-President Report Wes Deskin, not present  
SC – We is requesting a new date for meeting for STR rentals committee
10. Newsletter/Communications Report – Sharon Hasting
  - a. Mar, April Newsletter update – Hills Herald – was sent to 969 recipients with 502 opens; 24hrs. later a follow up was sent to 518; combined open rate is 74%. 6 new subscribers. Trending up for 45% open rate for newsletters and overall email notifications.
  - b. Next newsletter will be out for beginning May. Deadline 2 weeks prior; about the 14<sup>th</sup> of the month. Was a suggestion to print a one-pager to hand out in neighborhood. 1163 – campaign.
  - c. Website update updated to include new organization, tree care/permits, documents. EOM will have detailed FAQ on permitting, STRs, calendar.
  - d. SH will make newsletter excerpt to go out with Welcome Letter for JA to mail out to new owners.
  - e. JA will send Sharon H. the Welcome Letter to be posted to the website.
11. Events Report – Teri-Ann Parise
  - a. 1<sup>st</sup> Qtr. event is March 26, Boat Ramp #7 Cleanup 1-3pm. BG – obtained vests, grabbers, and bags. Also, kayakers can kayak along shore to clean.
  - b. March 18<sup>th</sup>, music performer from the neighborhood, Food Truck 5-8pm. Canyon Confetti, Texas Street Crepes. We are still looking for a music performer for April.
12. Recreation Report – Cynthia Anders

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- a. Past Sunday was Paint the Park; we had 17 painters, bush trimmers, weed pullers.
- b. 3 companies contacted for resurfacing and painting for tennis court and basketball courts, basketball backboards, goals. We received multiple bids. **Motion by CA that we contract ParkPlace Miracle for the Tennis Court Resurfacing project, the basketball court resurfacing project, and the purchase/installation of 2 basketball backboards with hoops that will be attached to the existing poles for \$16445 and that we amend the budget to reflect this expenditure plus a 10% contingency expense. Seconded by SH. Discussion. MOTION CARRIES.**  
BG - We have already used the budget for the pool repairs and now this. Do we have any figures of where we stand on revenues YTD fiscal year as opposed to Nov. 1 to-date?  
SC- Our available reserve is \$387,000. We are looking at making an investment of \$16445. Tennis court has not been refinished for 30 years.  
BG – Yes, it has been several times.  
SC – We were not aware they have been resurfaced; you were not at our meeting. We have 2500 lots, the cost comes to \$10 per lot. Our responsibility is to maintain the park and it is in horrendous condition. It needs to be repaired for the community to enjoy it. It is a nominal cost to get them up to par. They can start at the end of March.  
BG – Why is Premier Court not being accepted for work on Tennis and BB courts?  
SC – That does not include the back boards. That would make it about \$15,000. We are recommending going with 1 company to do it all. We met with both companies. I have had extensive experience with ParkPlace Miracle. Dependable, reputable, quality work. We spent 2 hours walking the courts with Miracle and they were very responsive to our questions. SH – How many years have you worked with them? SC – 2015. SH – So they have an established business.  
SC – Same person with the company from before. SC – Warranties from both companies are about the same. Miracle will do an in-depth repair and leveling. BJ – I crossed Premier off originally because it didn't list resurfacing. The ParkPlace bid was very specific, detailed.  
CA – ParkPlace Miracle will put up 2 more panels as hitting boards. Miracle will paint the backboard again to match. Surround will be painted Light green around and dark green courts. Guessing tennis court lines will be white and pickleball will be yellow.
- c. CA – Roof (ceiling) of pavilion 3 of 6 shop lights not working. Need to Replace 1 photocell, 6 non-working bulbs and a light cover. I received 2 bids. Motion by CA to contract services for the pavilion repair / replacement light project with Suberg Electric in the amount of \$640.85 and that we amend the budget to reflect this expenditure plus a 10% contingency expense. Seconded by JA. Motion carries. **This Motion was rescinded by CA.**  
New **Motion by CA to amend budget for the pavilion repair / replacement light project up to \$800 to replace lights with LED light fixtures. Seconded by BJ. Motion carries.**

13. Pool Director Report – Beth Jameson

- a. Pump needs to be rewired so wiring from the 2 pumps go to 1 box. Received 3 bids. **Motion by BJ to contract service with Tripps for the pool electrical project for new circuitry at pumps and grounding in the amount of \$914.83 and that we amend the budget to reflect this expenditure plus a 10% contingency expense. Seconded by CA. Motion carries.**
- b. **Motion by BJ to contract services with South Texas Tile Cleaning Company for the pool coping and tile replacement project in the amount of \$7985 and that we amend the budget to reflect this expenditure plus a 10% contingency expense. Seconded by DW. Motion carries.**

14. Compliance Report – Bette Gilbert

- a. 8 new issues (3 occupied RVs, 4 building without a permit, 1 variance issue). DW – one of the RVs will be moving Tuesday.

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- b. SC - Consider and vote on referring property owner that is out of compliance with an occupied RV and who received notice on 2/16/22 to our attorney if still out of compliance on March 16, 2022. This is tabled until hearing.

15. Architectural Control Committee – Dan Scheel

- a. Since Feb. 12 - Permits: 16 issued, 7 applications in process, 2 denied. Approximately \$900 in application fees.
- b. No Variance requests
- c. I am working on a virtual presentation so property owners can attend a Google Meet and get their questions answered. SC – Request that we record the session to make available for viewing.
- d. Tree Permits – Jack Glaros  
4 Tree Permit were received: 3 for trimming and 1 for tree removal. All were approved.

8:37pm ----- Break for Executive Session -----

16. 9:11pm General Meeting Called to Order

17. Motion by BG to assess a fine for \$1,400 for building without a permit and without having a pre-existing house on the lot. Seconded by SH. Motion carries.

18. Motion by SH to adjourn 9:12pm. Seconded by DW. Motion Carries