

PURPOSE: Canyon Lake Hills POA Regular Monthly Board Meeting  
DATE: April 12, 2022 at 6:03 PM  
PLACE: Canyon Lake Hills Civic Club, 1700 Oblate Drive, Canyon Lake, Texas 78133  
Next Meeting: May 18, 2022 6pm



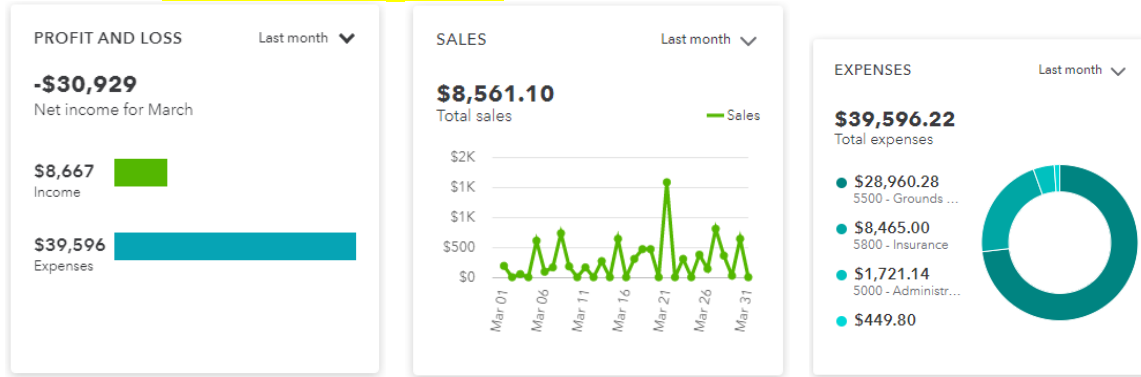
**Board Members in Attendance:** Sharon Cavazos, President; Bette Gilbert, VP; Wes Deskin, 2nd VP Dez Wingate, Treasurer; Beth Jameson, Pool Director; Cynthia Anders, Recreation; Teri-Ann Parise, Events; Jessica Arceneaux, Secretary.

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

**Board Members Not in attendance:** Sharon Hasting, Communication/Newsletter

1. Call to Order at 6:03pm by President Sharon Cavazos
2. Pledge of Allegiance
3. Quorum Established
4. Public Comment - none
5. Motion by BJ to approve Minutes from March 15, 2022 General Meeting. Seconded by BG. Approved unanimously.
6. Treasurer's Report for 1 Mar 2022 – 31 Mar 2022
  - a. Current account Balance(s) RBFCU CAO 31 Mar 2022:
    - Checking: \$32,250.00
    - Savings: \$22,334.33
    - MM: \$327,610.05
    - Total paid out for March: \$18,472.12
    - Amount deposited: \$13,439.97
    - Pending deposit: \$1,665.00Treasurer's Report approved as presented.
  - b. Account Management: 34 transactions in Mar 2022 for our Basic business checking account. Fee if we go over 50.
  - c. Delinquent Accounts:
    1. 164 Overdue Accounts totaling \$44,668.00 (all accounts that are overdue, greater than 30 days)
    2. 210 Open Balance Accounts totaling \$40,989.00 (combination of negative and positive balances)
  - d. Second Bank account options: (current Randolph Brooks account is over \$250)
    1. Texas Regional Bank
      - a. Free non-profit checking account. Does not earn interest, first 250 transactions per month are free, \$.20 per each additional transactions.
      - b. A high yield Money Market. Must have balance over \$25K to get 0.18% interest. May open just one account or multiple accounts.
    2. Security Service Federal Credit Union: Free small business non-profit checking and savings accounts. Neither earns interest; first 250 transactions are free, \$.25 per each extra. Must open savings.
    3. Money Market account with \$75K balance would get about 0.15% interest, must maintain balance over \$1,000 to be free. Must open savings.
    4. DW - My recommendation: to pull \$100k from Randolph and open Money Market (\$75K) and Checking (\$25K) at Texas Regional Bank. Then we direct all online payments through QuickBooks into the checking account and money. Leave Randolph as our account to pay out with checks because they have free checks. All utilities and autopay are already setup with that account. This would avoid all fees.
    5. The banks are local in Spring Branch.

6. Motion by BG to open a second account at the Texas Regional Bank and diversify our funds at both banks to stay under the insured limit by FDIC. Seconded by CA. Sharon C. abstains. Motion carries unanimously.



7. Annual Assessments are due by 31 May 2022, start sending out invoices May 1, 2022. Mandatory \$24 and voluntary \$76. \$5 every month late fee until paid in full.

7. President’s Report and Action Items

- a. Strategic Board Workshop in May for board to create a strategic plan, set goals, review 2022-23 budget, and discuss parliamentary procedures. Online workshop will be soon, Thursday.
- b. Consider and approve applicant for the part-time position of Compliance Representative. Motion by BG to accept Amy Armendia as our Compliance Representative. Seconded by BJ. Motion carries Unanimously.
- c. Property owner asks to hear the Compliance Representative responsibilities. Sharon C. read job description.
- d. Annual Meeting on July 23, 2022 at 10 AM
- e. Motion by CA to approve a \$100 discretionary amount for adjustments, credits, refunds, etc. on individual accounts to be approved by Property Records Administrator and 1 Board Officer or 2 Board Officers before actual application to account. Seconded by DW. Motion Carries unanimously.

8. Property Record Manager’s Report – Mel Cunningham

PRAMonthly Activity

	Notice of Prop list/pend/sell	RSC Req	SOA Req	ReFi Req	Misc Req/Inq	Comp Req Trans Prop	Updated Req Acct/inv+CrCard	Reconcile RecordsBal	Cks rec'd/post				
3/16/22 thru 4/8/22	List	20	17	14c	18	6c	69 (2str)	15	19	113	14	just over 2300 for this deposit	given to Dez
1	Pend	20		1 SOA canc						70	19	\$4,005.25	given to Dez
2	Sold	12									3	\$823.25	not dep yet
3	Quest	3											
4	ReFi					1		1					
5	Rv'd	1	rsc		1c								
6	BOM	3											
7	RUSH	7											
8	Sub ord	1		we don't do									
9	Permit App Fee Pd	2	ck										
10	Other requests	8											
11													

Some areas not counted the during this time as it was added, so guesstimating some figures.

9. Vice President’s Report – Bette Gilbert

- a. Need to start working on 2022 invoices, adding assessments.
- b. I have finished adding the late fees through April 30<sup>th</sup>.
- c. Still working on spreadsheet comparing mailing addresses between the final RealManage records and the QuickBooks and the Comal County Appraisal Districts to verify all accounts have most recent address available. I’m in the H’s, line 1303 of 3406. Almost 40% done. Any assistance verifying addresses would be appreciated.

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10. 2<sup>nd</sup> Vice-President Report – Wes Deskin

- a. We had a virtual meeting for Leasing Policy Compliance Committee on 3/30. In attendance along with the Board were 2 non-board members and 4 property owners.
- b. Changed committee name to “Leasing Policy Compliance Committee” addressing the specific issue of violation in By-Laws.
- c. Next week meeting with attorney regarding letter to realtors, title companies anyone asking about leasing in our community.
- d. Determined that individuals, not Board, should report septic concern, homestead exemptions, mortgage loan fraud concerns.
- e. Focusing on a 6-month window for this issue. We are in month 2.
- f. Caroline Mitchell – suggests sending Leasing Policy with Annual Assessment to all owners. BG – suggest we do it before Annual Meeting with its announcement. SC – we will look into it because we are sending annual assessment through QuickBooks.
- g. CM – will public be privy of the list of potential str/leasing policy violators. SC – we will ask attorney. DW – we are not sure we can share what (possible violators list) we collected.
- h. Any information of problem STRS can be sent to Wes Deskin vice-president2nd@canyonlakehillspoa.org
- i. April 27th is next Committee meeting.

11. Newsletter/Communications Report

- a. Email campaigns since last board update:
  1. Compliance Officer announcement: 53.5% open rate (520 opens, 23 clicks)
  2. Meeting agenda for April: 53.8% open rate (552 opens)
- b. Newsletter
  1. No newsletter sent since last report. Next newsletter planned for no later than April 30, 2022
  2. SC – if anyone would like to submit something for the newsletter, please email newsletter@canyonlakehillspoa.org
- c. Website updates
  1. Additional home page links added to welcome letter, announcements/events, and newsletter signup.
  2. Menus reorganized for better navigation, including easier access to Permits info and deed restrictions
  3. Contact form (with map) added
  4. Calendar of events added
- d. Google
  1. Business site access increased significantly after adjustments to "Google My Business" entity. Up 32.8% YoY for business profile.
  2. Unrelated/incorrect reviews reported to Google and removed from site, to improve overall ratings
  3. Added photos to site
  4. Began adding updates in April, beginning with job posting. Ongoing updates planned for out-of-community audience

12. Events Report – Teri Ann Parise

- a. 1<sup>st</sup> Qrt event - Boat Ramp #7 Cleanup – picked up about 10 bags of trash. Received compliments and plan to have a clean up annually.
- b. Currently planning Q2 event, a summer event at the park, maybe a movie Night. Contacting food trucks.
- c. April 15 - DAM Smokin' Tacos will be at the park 5-8pm
- d. May 20 - Betty's Tacos & More & SnoCool Shaved Ice at the park 5-8pm.

13. Recreation Report and Recommended Action Items

- a. Update on Park
  1. Tennis and Basketball Resurfacing/backboard project completed by Park Place.
  2. Basketball goals will be put up by Friday.
  3. Electrical work – pavilion lights have been repaired; tennis light timer has been replaced. Halogen lights take a while to light up. Security lights should be working well now.
  4. Motion by CA to approved additional panel to the tennis court backboard for \$400. Seconded by BJ. Motion carries. Ayes 7, Nays 1 Panels are 12ft wide x 8ft tall.
- b. Discussed adding Dumpster Day in May in addition to the Annual Dumpster Day in October. CA will contact Best Waste and the metal man for availability. To participate in the event, an owner's dues must be paid, 8-12pm, preregistered, in good standing with POA.

14. Pool Director Report – Beth Jameson

- a. Update on upgrades/repair
  1. Coping, cracks, and replacing of missing tile project completed.
  2. Electrical Work in pump room completed
- b. Future projects - signage/aesthetics at the Pool is poor. Spoke to ASAP sign company offers 2 types of signs: aluminum and di-bond (which is two aluminum pieces with core inside). Uses high-performance vinyl on both. He charges per size. Looking at a 4'x8' and we can put anything on sign. We currently have a 4'x6'. Need sign for inside and outside and for phone area. Referring to state guidelines as to what must be displayed at the pool. I will be looking for estimates from other sign companies.
- c. We must decide how we can improve fence and tighten barbed wire around fence. BG – I can look for the contact info of the original installer. There is a box of barbed wire in the bathroom. BJ – I also want to fix the hole in the corner.
- d. SC – insurance was not available for approve yet so we will need a Emergency Board Meeting called probably within the next 8 days. We can add your motion to the agenda then.
- e. CA – suggest being more definitive on signage of open pool hours 7am – 10pm not using “dawn to dusk”. Also, suggest moving a park sign off the pool fence and placing at opening to parking lot or pavilion.
- f. Regarding signs – BG suggest we put a “Permits Required” in 3-4inch letters to be put on our 2 or 4 x4 post by our entrance. SC – I also think a static led sign at the Civic Club to announce, “deed restricted community, permits required”.

15. Compliance Report and Recommended Action Items – Bette Gilbert

- a. March 15<sup>th</sup> – April 10<sup>th</sup>: 11 new compliance issues addressed (5 building without a permit, 4 occupying a RV, 2 abandoned vehicles were reported to Comal County environmental. 9 resolved, 5 closed, 8 pending.
- b. Motion by BG to referring to our attorney the property owners who are out of compliance after 30 days have passed from notice issued by POA. Seconded by DW. Motion Carries unanimously.

16. Architectural Control Committee – Dan Scheel

- a. Permits

