

PURPOSE: Canyon Lake Hills POA WORKSHOP of Monthly Board Meeting  
DATE: May 17, 2022 at 6:01 PM  
PLACE: Canyon Lake Hills Civic Club, 1700 Oblate Drive, Canyon Lake, Texas 78133  
Next Meeting: June 21, 2022 6pm



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

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

**Board Members Not in attendance:** Dez Wingate, Treasurer

**Non-Board Members NOT in Attendance:** Amy Armendia, Compliance Representative; Jack Glaros, Tree Permits.

1. Call to Order 6:01pm
2. Pledge of Allegiance
3. Quorum is established
4. Public Comment
  - a. Frank Palombaro on Lighthouse, concerned with speeding vehicles. What can be done?  
SC – I have contacted met with the county commissioner for several issues. We are not allowed to put out speed bumps or signs. There are county roads and it's up to the Sherriff's department to address.
  - b. George Cunningham – STRs concerns. Seeing more in the neighborhood. I thought this issue was resolved years ago. SC – Report to come during this meeting.
  - c. Therese Wagner – Compliance person – Issues with a tree on Lighthouse, a block from Robinhood. A tree leaning on the fence and hanging over the road. Concerned it will fall. SC – we will give that info to our compliance person.
5. Motion by CA to Approve Minutes from April 12, 2022 General Meeting. 2<sup>nd</sup> by Wes Deskin. Motion carries. Teri-Ann has abstained.
6. Motion to table Approve Minutes from April 26, 2022 Special Board Meeting (Virtual) by BG. 2<sup>nd</sup> by SH Motion carries unanimously.
7. Treasurer's Report for 1 Apr 2022 – 30 Apr 2022
  - a. Annual Assessments:  
Annual assessments are due by 1 June to avoid a late fee of \$5 per month after June 30, 2022.
    - All invoices have been billed, emailed, and mailed (for those without email in system).
    - First 24 hours/batch of invoices paid was 117 transactions totaling \$10,405.78
  - b. Account Management:  
45 transactions in Apr 2022 for our RBFCU Basic business checking account. (50 limit per month)  
TRB checking account is open and collecting online payments. (250 limit per month)
  - c. Delinquent Accounts:  
160 Overdue Accounts totaling \$47,517.00 (accounts 30 days overdue)  
1513 Open Balance Accounts totaling \$186,282.00 (both negative & positive balances)  
130 Paid in last 30 days totaling \$12,247.00
  - d. Current account Balance(s) RBFCU CAO 30 Apr 2022:  
Checking: \$29,523.68; Savings: \$13,702.07; MM: \$203,413.48
  - e. Current account Balance(s) TRB CAO 30 Apr 2022:  
Checking: \$15,025.12; MM: \$110,002.17

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- f. DS – good job on getting all funds under FDIC and NCUA and that no account exceeds \$250,000.

\*Comment from audience that they cannot hear. SC – we will look into getting a speaker.

8. President's Report and Action Items – Sharon Cavazos

- a. Budget workshop was May 16, 2022 in preparation for the upcoming Annual Meeting on July 23<sup>rd</sup> at the Civic Club. Fiscal year runs 6/1 – 5/31
- b. Sending out assessment went fairly smoothly. Thousands of hours of work were required to transition from Real Manage to self-manage. It was a very tedious project that required many hours by several of us especially by Mel Cunningham. This was our first time to send assessments with QuickBooks and we will make improvements. CA – Bette Gilbert spent many hours along with Mel for the transition.
- c. Currently there are 13 director positions. A letter will be going out requesting self-nominations. ½ of current Board Members are on the end of their 2-year term
- d. We will not be doing Virtual meetings.
- e. Packets will go out by mail to the POA members regarding upcoming Annual Meeting (7/23 10am)
- f. Tabled - Consider and Vote on purchasing digital LED signage for our community. SC has met with a Civic Club rep regarding possibly using a digital sign.
- g. **Motion by SH to approve the expenditure of items for the landscaping project at pool/park for \$500. 2<sup>nd</sup> by BJ. Motion carries. 1 nay by BG.**

The items were already purchased and a total of \$500 was spent on the landscape project. A Master Gardner volunteered her time to shop for plants and will provide upkeep to the plants during the summer months (no fee). Board members spent time shopping for the best products for the best prices with the goal of beautifying our pool prior to the grand opening on May 14, 2022. The items have been purchased and approval is being sought for \$500. The GL account will be under POOL: Supplies as this account has \$500 in it.

- h. **Motion to purchase of signage at Pool for (2) 4'x6' signs passed with an online vote.** Cost was \$656.71 due to rush order for the (2) 4x6 sign. Yes: Wes, Sharon, Dez, Bette, Teri-Ann, Jessica, Sharon H., Cynthia, Beth

9. Property Record Manager's Report covering April 9 – May 14, Mel Cunningham

- a. 24 homes listed (17 pending 22 sold, 5 for questionnaire, 2 SOA, 7 went back on Market. 2 RUSH requests, 3 subordinate, 343 Email communication requests, no including follow-ups, 16 resale requests, 7 SOA with 4 completed.
- b. Paid invoices – 98 checks, 1 statement of cure, 2 pavilion rentals.
- c. 154 checks received totaling \$24,700.

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

Leasing Policy Compliance Committee

- a. Began meeting Feb. 6, 2022. Last meeting (virtual) was 4/27; attended by 6 Board members and 5 non-Board members.
- b. Since last meeting we met with our attorney. He has approved letters that we can send to owners who are in violation of our leasing policies.

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- c. Next committee meeting will be the end of month. We will go over the letters and how to proceed.
- d. We decided on a standardized response for the public (realtor and others with questions of the leasing policy).
- e. We originally had a 6 month timeline to create plan/s to deal with STRs. We are now in the educating our community phase. DS – actions being taken by POA is the action communication with realtor and owners to inform them that we have a Leasing Policy in our Bylaws.
- f. In our Bylaws, we have a Leasing Policy that states the homeowners can lease their house for anything over 30 days. Certain information of the lease must be given to the Board. Information was addressed in the last newsletter.
- g. To change the deed restrictions 67% of the members must vote for it.
- h. There have been lawsuits filed and lost. Homeowners are winning against POA. Texas Supreme Court ruled on it on very specific language, but we don't want to get into a lawsuit unless we feel we can win it.
- i. What can homeowners do about problem rentals?
  - 1. Noise complaints, call the Sherriff
  - 2. Sanitation issue, contact Comal County Environmental Health
  - 3. Too many people staying at a rental most likely violating the septic permit, contact the Environmental Health Dept.

11. Newsletter/Communications Report – Sharon Hasting

- a. The May June edition of the Hills Herald was sent out May 21<sup>st</sup> via MailChimp. 985 recipients, 570 open, 56 click, 3 bounces. Top clicks – official POA documentation, gallery, video of volunteer opportunity in May. We currently have 1009 subscribers mostly coming in from signup on website.
- b. Target delivery date is June 30 for July/August edition.
- c. Website. Overall engagement – 56% high engagement
- d. New additions to website in last 30 days include new duplicate forms selection, new gallery section, reorganization of the announcements in a What's Happening page.
- e. Email [newsletter@canyonlakehillspoa.org](mailto:newsletter@canyonlakehillspoa.org) with suggestions for newsletter or website.

12. Events Report – Teri-Ann Parise

- a. May 16 began water aerobics MWF 9-10am at the pool. Until end of Sept.
- b. May 20 5-8pm Food Truck Night with Betty's Tacos and More
- c. CA – suggestion to not only post event info on FACEBOOK and Nextdoor can we please send out announcement via email on Wed, and Thurs.? I will get announcement on Civic Club sign. SC has her phone number. BJ will contact Ginny with Civic Club. "5/20 5-8pm Food Truck at Park"

13. Recreation Report – Cynthia Anders

Tennis court project is complete. Backboard is done. Basketball goals are straightened, and that project is complete. The lawn has been mowed. Requested them to trim hedges. Pavilion is rented twice for May. Playground sandburs, Preemergent does work (according to master gardener). We will need to purchase and apply in August. I will check with Treasurer's on the budget.

14. Pool Director Report – Beth Jameson

Pool opened on Sat., 5/15.

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Problem with gates being propped open. Signs say you can't do that. Please close gates if you see them open. Issue with an underage kid is coming is by himself.

Improvements and Repairs include: Kelly and Cynthia potted new plants for the pool area; Russell Grant added a new knob in the restroom; Billy Anders help putting backboard together; Tommy Owen fence repairs; Richard Hasting helped with new UPS. Thank you to all these volunteers.

I have 50 pool care applications. 30 have been issued. Last year's card will work this year.

If you have a rental, you need to fill out pool application with renter's info.

Water Aerobics is MWF 9-10am. TTh is not organized exercise.

SC- thank you BJ for getting all the bids and pool repairs completed.

15. Tree Permit Report – nothing to report

16. Architectural Control Committee Report - Dan Sheel

Date Range: 04/1/2022 – 04/30/2022

Number of Permits Issued: 15; Number of Applicants in-process: 6; Number of Permits denied: 1  
Income of \$600 in permit fees.

17. Compliance Report – Bette Gilbert

Since April 12 -

No permit for construction – 14

Misuse of adjacent property - 2

2 PODS now gone on from Paradise.

1 -need permit if using as storage shed; 1 – in easement need permit

Waste containers – STR leaving 3 containers and trash outside of containers 24/7

trash cans being left out all the time

Resolved – 8

-----Break for Executive Session-----

General Session resumes 7:50pm

18. Motion by BG to Approve Variance Request for CE1 as presented. 2<sup>nd</sup> by BJ. Motion carries unanimously. All easement releases have been presented

Fine cannot be voted on until OPEN Board Meeting.

19. Motion by WD to Deny Variance Request for CE2 as presented. 2<sup>nd</sup> by BJ. Motion carries unanimously.

20. At this time, we cannot Vote on adjustment of salary for the Property Records Administrator

21. Adjournment 7:53pm