

Canyon Lake Hills POA
Regular Monthly Meeting
9-21-2021

The General Session of the Canyon Lake Hills POA was Called to Order on September 21, 2021, at 7:02pm by Interim President Sharon Cavazos at the Civic Club on Oblate. A quorum was established.

In attendance:

*Sharon Cavazos, interim President
*Bette L Gilbert, Vice President
*Wes Deskin, 2nd Vice President
*Jessica H Arceneaux, Secretary
Mel Cunningham, Property Records Administrator
Beth Jameson, Pool Director
Sharon Hasting, Newsletter/Communications

Not in Attendance:

Barbara Stubblefield, Compliance
Cynthia Anders, Recreation

Agenda:

1. Call to Order
2. Pledge of Allegiance
2. Establish a Quorum
4. August 17, 2021 General Meeting Minutes were **Motioned and Approved (BG/WD)**
 - A. Recap of August Meeting Minutes read by Secretary
 1. Motioned and Approved RealManage to remove any of the unpaid 2021-22 voluntary capital improvement assessment charges from the property owners' statements
 2. Motioned and approved RealManage to send late notices, after the removal of the voluntary assessments, for any account that has a balance of \$25 or more
 3. Motioned and approved to NOT renew RealManage contract. It ends 10/31
5. Treasurer's Report read by Secretary
 - As of August 30, 2021 - YTD financials (from Real Manage Financial Notes Report)
 - Cash on Hand \$387,853
 - Liabilities \$34,158
 - Total Revenues \$63,985
 - Total Expenses \$24,396**President – Treasurer's Report is accepted as presented**
6. Director's Reports
 - A. President

1. Summary of Executive Session

- a. Discussed new fees to be effective 11/1/2021
- b. Discussed Compliance issues such as carport in setback
- c. Accepted Resignations
 1. Alicia Castleman (Permits) 8/21/2021
 2. Casey Christian (President) 9/20/2021
 3. Stephanie de Tournillon (Newsletter) 9/14/2021
- d. Positions Appointed/filled
 1. Sharon Cavazos appointed as President
 2. Beth Jameson appointed as Pool Director
 3. Sharon Hastings appointed as Newslettter/Communications
 4. Kimberley (Desi) Wingate as Treasurer
- e. Open Positions that need to be filled: Compliance & Permits

B. Vice President

1. Quick-Books 17 update status (Mel). About 65% through all the 2,500 lots. Working with BG to correlate the files from RM. BG will go to COMAL Cty page end of each month to capture any conveyance. MC has 1 -2500 lots to mark on spreadsheet. We are trying to link lots that are titled similar. We are trying to contact owners to explain what to do to receive a single invoice if they have multiple lots.

2. RealManage Update/Upcoming Fee Schedule.

a. BG found original 2017 contract and original off-boarding process. Awaiting their answer to some questions (for 3 weeks). Ie. When is RM going to stop doing resale certificates? When are they going to stop processing payments? BG will send follow up email again and include 2 more RM management. BG wants to send out notice to Title companies, etc. WE NEED DATE from RM. Understood to be Nov. 1st but we need confirmation.

b. Fee amounts will be reduced approximately 10% off the four items:

1. Expediting Fee \$200 to \$180; response within 5 business days
2. Resale Cert (seller) \$310 to \$290
3. Statement of Acct (seller) \$200 to \$180
4. Transfer Fee (buyer) \$155 to \$140

Per account per transaction.

Motioned and approved to accept new Fees (BG/JA)

C. Permits, BG

1. Request for Permits since last meeting – 3 new build, 1 carport, 1 garage, 1 shed, 1 pool. 9 pending permits for various items.
2. Per legislation, Permit Director cannot be on the board, spouse of a board member or living in same household. We need a volunteer for this position. Currently Bette is covering this position.
3. Tree Permit Director is a separate position from Building permits person.

C. Recreation

1. National Night Out is Oct. 5th 5-8pm
 - a. DAM Smokin' Tacos, Cajun on Da Geaux (pre-orders); Shaved Ice
 - b. Games and prizes for children: ring toss, beanbag toss, 3 legged races
 - c. Drawings for prizes for adults: gift certs requested local businesses
 - d. Looking for a public service person to present or just be in attendance.
 - e. Chris Feller suggested washer tournament
2. Monthly Food Truck Oct. 15th TBD, third Friday of the month.
3. Dumpster Day Oct. 16 (pre-register, account current, no hazardous waste and other) Look for MailChimp, Facebook and NextDoor for announcements.

D. Pool

1. Pool closes Oct. 1
2. MWF 9-10am adult water aerobics
3. Discuss needed updated plumbing and additional pump to meet size of pool. Professional recommendations and bids will begin after 10/1.
4. Update new/closed/pending complaints. Tiles are falling off. Water not circulating enough. We will be getting some bids.

E. Compliance

1. In the last month - 10 new complaints, 4 closed, 4 resolved, 4 open, 2 in legal
2. Breach of Settlement Agreement regarding RVs
Motioned that we give attorneys issue a Demand Letter of Breach of Agreement (BG/JA)

8. Old Business

- a. Owner asked about STRs. SC – Deed restrictions do not allow less than 30-day rentals. Current Supreme Court case challenging that. Our lawyers are telling us not to pursue unless we have a chance to win.
BG went to WORD to find out who was renting, they couldn't tell her who they were taxing, businesses. BG is trying to build a database of all the Airbnb and VRBO rentals. If you send me a URL of a listing, I keep that info, I refer to Airbnb with the URL and the property owner. URL is helpful
Neighbor Joe Bryant – has been to WORD to turn in short-term rentals. Comal County is unincorporated. The only thing they can do is what the state says they can do.
WHAT CAN YOU DO –
 1. Contact the owner
 2. Notify Comal County Taxing Authority, regarding sq footage
 3. Notify County Engineering department regarding Septic System

9. New Business

- a. Reminder that Compliance and Permits positions are vacant. We have a gentleman interested in Permits but has not been confirmed.
- b. **Motioned and approved to amend authorized signatures on RBFCU** accounts as follows: Checking Account #...9778, Money Market #...7546, and Savings #...7564 Remove: Casey K. Christian and Sophia M. Klavon. Add: Sharon Cavazos and Kimberley Desiree Wingate.
BG/JA

10. Adjournment 7:49pm SC/WD