**CANYON LAKE FOREST POA – April 18, 2024**

 **MEETING MINUTES**

**Board Members in Attendance**- Vice-President Alva Franco, Treasurer Melissa White, Secretary Pam Rabke, Pool Director Debbie Hardy. (Quorum established).

**Members Attending**: 12 signed in (not including Board members). Meeting was called to order by Vice-President Alva Franco at 7:00pm.

**March 21, 2024 Meeting Minutes** presented for review by Pam- no corrections noted. Pam made motion to approve as presented, second by Alva. Minutes approved.

**OFFICER/DIRECTOR/COMMITTEE CHAIR REPORTS:**

**POOL:**  Debbie said she’s starting to mow and weed eat. Tess (pool cleaner), was recently down to work on the pool as the water is green.

**BUILDING & COMPLIANCE (Architectural Control Committee)** Gary is not ready to report anything as he is still in training. Alva said she doesn’t believe there are any new permits. Debbie thanked Gary for removing dead limbs from the picnic area.

**TREASURER:** Melissa didn’t have major updates. She has two checks for about $800 yet to be deposited from resale transfer fees. She is still working on accounts receivable which are about $22K, of which $11K is one year old. She will be sending out new invoices in June after annual meeting. The POA currently has $98K in bank accounts.

Main expenses up from same time last year were pool and tennis court renovation/repairs. Also, legal fees were $8,469, with $6500 of that for lien placed last year against a property owner. The remainder of the legal fees were various invoices back to 2019 that his office had neglected to bill us for.

**CLUBHOUSE REPORT**: Clubhouse has three rentals over the next 3 months. Also, one AC unit is broken and Monica and Alva are working on getting estimates for a replacement.

**NEW BUSINESS:**

POSTCARD PROJECT FOR ANNUAL MEETING: Notification of the annual meeting will be sent by email to any owner that has provided us with an email. If we don’t have an email notification is sent by postcard. Monica is currently training Pam on how to create an Excell Spreadsheet listing owners with no emails which will be sent to a printer for production and mailing.

POOL OPENING: Insurance may require us to keep open dates the same as other POAs in the area: Memorial Day to Labor Day. Debbie would like to open the pool the week before Memorial Day, but that is under discussion.

**OLD BUSINESS:**

INSURANCE: We need to get our violation cleared before insurance is renewed. The Fire Inspector was going to work with Monica to get the fire extinguishers up to date. We will check with Monica to see where we stand with clearing that up. Based on insurance market, we expect to have an increase in insurance cost this coming year.

SPRING CLEANUP: Most people chose May 4 as preferred day to volunteer, so this will be our spring cleanup day. We normally get a dumpster from Best Waste, but that company has been sold. Monica is still trying to make contact with new owner.

**MEMBER FORUM:**

ANNUAL MEETING NOTIFICATION POSTCARD QUESTION: Regarding timeline of Annual Meeting Postcards, Pam is planning to get the list to printer around the first of May and printer will put them in the mail around the sixth. must be delivered no earlier than 30 days prior to annual meeting and no later than 10 days prior to meeting.

Tye Preston Library: April 25th is having a Wildfire Mitigation Strategy. Requires sign-up.

Suggestions or questions: Check website and Facebook. Board contact numbers are located on website.

**ADJOURNED:**  Alva adjourned the meeting at 7:27pm.