**CANYON LAKE FOREST POA – March 21, 2024**

 **MEETING MINUTES**

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

**Members Attending**: 10 signed in (not including Board members). Meeting was called to order by President Monica Orms at 7:00pm.

**February 17, 2024 Meeting Minutes** presented for review by Pam- no corrections noted. Pam made motion to approve as presented, second by Monica. Minutes approved.

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

**POOL:**  Debbie recently mowed pool area. Reported very few visitors during spring break due to bad weather. The pool was only open on that Wednesday. Cleaned office area. Small water leak reported last month was not found- will keep an eye on it. Debbie and volunteers will be prepping, priming and painting the trim on pool buildings and the pool benches in the near future. Hoping to make some changes to shower curtains to provide additional light.

**BUILDING & COMPLIANCE (Architectural Control Committee)** As no volunteer has stepped forward to fill this position, the Board is filling in. New building projects requesting permits were:

* 1672 Hillcrest Forest – All specs, septic permits were provided. Waiting on checks. No variances needed. Approval of removal of 3 oak trees was sought and given due to site location.
* 1682 Hillcrest Forest – All specs, septic permits were provided. Waiting on checks. No variances needed. One oak needs to be removed.

Monica moved to approve the above (pending receipt of fees), Debbie seconded. All approved.

Four violations will be discussed in closed session at the end of the meeting. Violations include: trailer with water/electric; new shipping containers; trash and construction material needs removal.

**TREASURER:** Melissa presented the financial reports. She reported $8,000 repairs/maintenance expenditure for the tennis/pickleball court. She said to expect another $6000 next month, to make the total cost of the renovation $14,000. Accounts Receivable are still around $22,253.

Monica mentioned we have $105,982 in the bank accounts as of Feb. 29.

**CLUBHOUSE REPORT**: This position is still open. Alva is currently filling in. Monica gave brief report in Alva’s absence. She reported that an Inspector for our insurance company came by earlier today. He said all was ok except for the Fire Extinguishers. One of the members present is qualified to inspect Extinguishers and will follow up.

Monica stated that she expects some increase in our insurance quote for next year, as this is prevalent in the industry at this time. She also mentioned that opening the pool outside of the normal summer months could cause our liability insurance to increase. Other items that will increase the risk and thus liability could include the number of attendees at meetings or parties; alcohol present on the facilities, usage other than homeowner meetings.

**NEW BUSINESS:**

ANNUAL MEETING**:** We need to start preparing for the annual meeting which is always held the second Saturday of June. The Secretary is responsible for sending out official notification postcards to all homeowners prior to the meeting. The postcards will need to be ordered by May 1st. The official list of homeowners of Canyon Lake Forest was recently ordered from Comal County and sent to officers today.

VOLUNTEERS: New volunteers are always needed as the Board turns over on a regular basis. As mentioned, several positions remain open: Clubhouse Manager and Architectural Control Committee. Homeowner Gary Hines came forward to volunteer for the ACC position. Monica moved to accept Gary for this position, Pam seconded, all approved. Gary will be handling requests for new building permits and checking on violations. He makes recommendations to the Board which has final approval. Monica will work with Gary to set up a separate email address for this position.

Facebook posts on CLFPOA group: Homeowners must request to join this Facebook group. Monica has noticed people are spoofing actual profiles and claiming home ownership when they are not homeowners. Anyone joining the group that is found to not be the actual homeowner will be removed. Please report any suspicious poster on the site.

**OLD BUSINESS:**

Spring Cleanup: Due to lack of interest/volunteers, spring cleanup has not yet been scheduled. We will wait until volunteers are available to schedule.

**MEMBER FORUM:**

House on Canyon Bend was taken down to studs and are now rebuilding. Pod was just delivered, possibly for renovation. No new building is under way.

House that burned on Westview is just sitting there.

**ADJOURNED:**  Monica adjourned the meeting at 7:28pm.

**Executive Session**: held after meeting adjourned. President briefed officers on current violations in the neighborhood.

* Lots 339-341, CLF1- trash and construction materials
* Lots 255,256,257 - construction materials; fence repairs; trailer onsite with person living there
* Lot 900, CLF 2 – 2 shipping containers onsite; new structure built without permit; building materials
* Lot 109, CLF1 – travel trailer onsite with overnight guests; with power and water attached

Monica stated that proper procedures would be followed and all homeowners with violations will initially be notified with a courtesy phone call (if a number is available to us) or a courtesy letter. Homeowners are apprised of the nature of the violation and given 30 days for remediation. If the violation is not remedied within this 30 day period, an “official” letter will be sent giving an additional 30 days to cure. After the second 30 days, failure to remedy the violation can result in appropriate legal actions being taken by the POA.