**Agenda - Canyon Lake Forest Monthly Meeting – February 20, 2025**

**Call Meeting to Order –** President Monica Orms called the meeting to order at 7pm.

**Roll Call** – Present: President; Vice-President; Secretary, Pool and Clubhouse Directors; Absent: Treasurer. Quorum established. 7 attendees in addition to the Board.

**Approval of Minutes for October of 2024 Meeting** : Secretary announced Minutes were available at the meeting and on the website. She moved to accept them as written. After President seconded the motion passed.

**Officer/Director and Committee Chair Reports** –

**Pool** – Pool is closed. It is expected to open on May 1.

**ACC/Building and Compliance** – Gary Hines of the ACC presented the following permit requests which the ACC have reviewed and are recommending for approval. The Board concurred with the ACC recommendations.

NEW  ---- 5 permits  
526 Eastview DR - house permit- conditional approval pending septic; payment received  
3121 Westview Dr - garage addition permit -  full approval pending payment  
684 Firefly -house permit- septic received today so full approval recommended (payment received)  
1420 Canyon Bend - house permit-  conditional approval pending septic (payment received)  
2546 Grandview Forest - house permit- full approval (payment received)  
 FORMAL APPROVAL FOR THE RECORD:  
3 are permits changed from conditional to full approval.  
     1295 Bonnyview  
     3188 Rustler  
     444  Lake Forest  
2 are permits approved through email with the Board   
     729  Canyon Bend  (2 variances approved) (payment received)  
     1722 Hillcrest Forest (payment received)

**Clubhouse** – There has only been one recent rental. The renter did her own cleaning prior to event, so cleaning fee waived.

**Treasurer** – Monica reviewed the financial reports as Melissa was absent. Discussing the $33,135.50 in Accounts Receivable she detailed the aging of those receivables at 52% less than 1 year; 21% at 1 to 2 years; 14% at 2-3 year and 13% over 4 years. The Treasurer does not “write-off” any receivables on a regular basis. Instead, collection efforts continue. Often it is a lack of notification to the POA of a change of ownership and address or ignorance of POA requirement by the new owner that results in slow collections. Monica said she and Alva were planning to work on aged receivable in the coming weeks.

**New Business** –

Spring Clean-up dates were discussed. Potential dates will be presented on the Facebook and website. A date will be set later. Board Terms expiring: Monica reminded attendees that most of current Board’s 2-year terms are expiring. We need to reach out to owners to locate new members/nominees that may want to join the board. Monica will promote on POA’s online sites. The Annual Meeting will be on the second Saturday of June (June 14). Monica and Pam will work together on tasks to prepare for successful meeting. This will include obtaining Comal County’s list of all CLFPOA homeowners needed to verify ownership and addresses. Prior notification (via postcards and emails) will be undertaken to comply with requirements. Board members were requested to update job descriptions.

**Old/Other Business** –Monica reviewed the recent tree trimming project that was approved through email vote of the Board after the October meeting. This project cost $6,000 and was awarded to a certified arborist after obtaining 3 bids. This project was felt to be necessary to guard the safety of property and individuals using the POA amenities located in the pool/clubhouse/picnic/courts area. Several live oaks may be dying due to recent drought conditions.

The fence project below the clubhouse is still being researched. It was previously approved, but original design was determined to be too costly. Monica is proceeding with getting bids for a post and cable fence.

**Member Forum** – Pool Opening/Potluck party potentially set for May 2 or 3rd.

**Adjourn Meeting**- The meeting was adjourned at 7:43pm.