



Shadow Run
at Canyon Lakes HOA
Board of Directors Meeting Minutes
May 1, 2017
Mid-Columbia Library, - Union Street - Kennewick

Board members present: Mark McKechnie, Tami Ottley, Brenda Schuhmacher, Marie Swita, Crystalin Cutler, Ben Swita

Call to order: The meeting was called to order by President Ben Swita at 6:10p.m. There were no guests.

Secretary's Report:

- Minutes of the March meeting was distributed and read. Ben made the motion to accept the minutes and Mark seconded. The motion carried. There was no April meeting.

Treasurer's /Financial Reports:

- Financial reports were distributed, *Profit and Loss Budget vs Actual, Balance Sheet, Check Detail and Customer Balance Summary*, explained by Marie.
- Our current HOA deficit stands at \$11,178.15. Marie has been very busy dealing with billings and communications with the Attorney in regards to liens. Delinquent homeowners were sent letters asking for payment of assessments, fines, etc. letting them know that all costs to file a lien with the Attorney will be passed onto them. Marie came with an example of the letter sent to the homeowners that outlines their financial responsibility once that lien is filed. If they don't respond and the attorney gets involved, that cost of their services are paid for by the homeowner.
- The CAI membership is up for renewal for the annual fee of \$130.00. Brenda made a motion to renew that membership, Mark seconded and the motion carried.

Activities Committee:

- The neighborhood yard sale will be Saturday, May 20th. Brenda did contact Karin Hogg, but has not heard back from her regarding the advertising for that sale. A sandwich board has been purchased for the sale and will be put up a week before the sale starts. Brenda will also be mailing out a neighborhood postcard as part of her business to remind neighbors.
- The Easter Egg hunt was a success according to members who children participated. Gift cards were given out as prizes along with the jelly bean jar count and even a resident made animal balloons. Brenda will send a thank you note to Mandy thanking her for chairing that activity this year.

Landscaping and Community Enhancement Committee:

- Cement pads will be poured in the Main Park and swing park next week. Mark and Ben will get together and put the tables together and bolt them to the pads. The board was alerted that the table in the small park on the north end of the subdivision was in very bad shape and a safety hazard so Mark evaluated it, took it apart recycled the table pieces. Another table will be ordered and relocated to another area in that park away from the tree.
- Dog dispensers are here and need to be put together. There is one for each park and will be installed in cement. We are hoping residents will pick up after their animal so that children do not have to play in dog waste because people are lazy. Dispensers will be laid out so the walkers will not miss them to use.
- Our selection of plants for landscaping in the 36th St. berm was okayed with Jesse's and work should be started soon. That cost will be around \$1,950.00 for plants, rocks and labor.
- There was discussion regarding more pea gravel in the playground area of the Main Park. We decided to table that cost at this time and address it again in June or July, depending on how these other projects are coming.

- Four paint companies were contacted for bids to paint the fence and none returned phone calls. We will push this again in the fall when the sprinklers are turned off.

Welcoming Committee:

- People are not answering their doors for Welcome Committee visits so the packets will be mailed out to new homeowners. At this time there are 16 homeowners that have not been contacted. Brenda passed out the letter that welcomes them and gives them HOA contact information.

New Business:

- Mark made the motion to retain Marie Swita as the Treasurer of Shadow Run with no salary increase for 2017. Brenda seconded and the motion carried.
- The board agreed to continue with the same check signers as in the past which would be Marie Swita, Mark McKechnie and Sue Finney. Marie will make arrangements to have Anita taken off. When Mark leaves for Arizona, we will reassess that list. The board agreed that Ben will not have any signing capabilities due to his relationship with Marie being the Treasurer.

Adjourn: The meeting adjourned at 7:05 pm. **Next meeting:** **Monday June 5, 2017** at 6:00pm at the Kennewick Public library.

Respectfully submitted:

Brenda Schuhmacher, Secretary.