



Shadow Run
at Canyon Lakes HOA
Board of Directors Meeting Minutes
November 6, 2017– Kennewick Library Union St.

Board Members present: Mark Mckechnie, Ben Swita, Marie Swita, Howard Chung, Brenda Schuhmacher, Jim Young and Crystalin Cutler.

Absent: Carl Marsh

Call to order: The meeting was called to order by President Ben Swita at 6:03pm

Secretary Report: Brenda Schuhmacher passed out minutes and after they were read, Mark made the motion to accept the minutes of the October 2nd meeting. Howard seconded and the motion carried.

Treasurer's /Financial Reports:

- Marie handed out a *Profit and Loss Budget vs Actual* statement, *Balance Sheet*, *Checking Detail* and *Customer Balance Summary* as of November 6th. She also handed out notes about the CAI Day Take A-Ways.
- Marie updated the board on Liens, payments by residents etc. We are currently at \$8,432.50 in arrears.
- Marie attended the CAI Day conference in Bellevue in September. She handed out notes she gleaned from that conference. Some areas discussed were:
 - A Boards Strategic Plan for the 21st Century
 - Insurance coverage for HOA property – Needed coverage, what kind of claims to turn in etc.
 - Recruitment, job descriptions, board development, management of the association etc.

See attached notes from the conference.

Welcoming Committee:

- Marie continues to mail out *Welcome* packets to new owners as their homes close.

Landscaping and Community Enhancement Committee:

- Mark contacted the contractor to trim the trees along the perimeter fences but they have not returned his calls. Mark will follow up again this week.
- Sprinklers have been blown out.
- The South entrance is in need of some reflectors on the island concrete edge coming into the subdivision. There is very poor street lighting and it is easy to hit that median if you don't swing out enough before the turn. Ben and Jim will check into that for us.

Old Business:

- Ben made the motion to continue to fine the home on Dennis St. that has continued to ignore letters and fines to clean up their yard. Brenda seconded and the motion passed. Marie will send this next fine letter out with pictures to help them understand specifically what we are asking for them to clean up.

New Business:

- After talking with Jim about his perception of the last two meetings, Jim agreed and Brenda made the motion to nominate Jim Young as a new member of the Board. Mark seconded and the motion carried. That puts us at a full voting board.
- Homeowners have appealed their fine and will be meeting with us at the December 4th meeting. Marie went through the time line of the violation notice, fine notice and pictures.

Adjourn: The meeting adjourned at 7:05 pm.

Next meeting: Monday, December 4th at the Kennewick City Library. 6 sharp!

Respectfully submitted:

Brenda Schuhmacher, Secretary.