



Shadow Run
at Canyon Lakes HOA
Board of Directors Meeting Minutes for June 28, 2018
Brenda Schuhmacher's home

Board members present: Mark McKechnie, Ben Swita, Marie Swita, Jim Young, Howard Chung and Brenda Schuhmacher.

Call to order: The meeting was called to order by Ben Swita at 6:05pm.

Secretary's Report:

- Minutes of the May meeting were read. Mark made the motion to accept the minutes and Ben seconded. The motion carried.

Treasurers /Financial Reports:

- Financial reports were distributed by Marie and she went over the *Profit and Loss Budget vs Actual, Balance Sheet, Check Detail and Customer Balance Summary*. There was discussion regarding costs separate from budgeted totals. Questions from a few of the board members concerning the costs of landscaping and activities.
- Marie is getting up to date on New Neighbor packets.
- Brenda will call Kristin Schroeder at Conover Insurance to find out about our Loss Run or Loss History reports.
- Our current HOA deficit stands at \$8,120.69
- Marie discussed violation letters sent out. Violations went from RV's parked for over a week, houses needing paint, dead grass and vegetation, garage doors needing the same color etc. Homeowners will be fined if this is not taken care of within the time line set forth in the letters.
- Due to Mark moving away, there will need to be more signers for checks. At this time the board feels Ben would be a conflict of interest holding those signing responsibilities. A motion was made by Howard to put Brenda and Jim on as signers for the checking account, Ben seconded and the motion carried.
- Mark made a motion to take himself and Anita Overton off the checking account for signatures since they are no longer residing in the neighborhood. Jim seconded and the motion carried.

Landscaping and Community Enhancement Committee:

- 3-Rivers have not returned calls regarding fence painting in the fall. Mark suggested we start the process over since he is unable to get anyone to return a call.
- Residents can trim HOA trees back from yards and fence lines as needed.
- Marie will send a letter out to residents with the July Assessment regarding keeping their yard and property including the sidewalks and gutters weed free. See attached letter.
- A resident is still e-mailing regarding the sprinklers hitting his fence next to the park. Mark will meet with Jesse's to see if they can't move the sprinkler away from the fence more in order for that not to happen and maybe change sprinkler types.
- Main park tree maintenance was discussed and it was decided that some trees will need to be taken out in order to preserve the park when funds comes available.

Old Business:

- The City of Kennewick sent all permit information to Marie at the Boards request regarding the construction of steps leading from Villas Verde into Shadow Run. Board members reviewed the information. Jim made a motion to have Marie contact the HOA attorney to see if the board can get some clarification regarding our liability if any, in regard to the construction of these stairs. Howard seconded and the motion passed. The project started even though the board sent a letter in July of 2017 telling Villas Verde SRHOA would not be participating in any way for that construction. See June or July 2017 minutes.
- After discussing Facebook again, Jim made the motion to no longer have a Shadow Run Facebook page administered by the Board. Mark seconded and the motion carried. If residents want to keep one up, they can. Brenda will call Crystalin to find out how to get someone else listed as administrator.

New Business:

- Wandering and aggressive dogs are once again an issue. When the resident is identified a letter will be sent to that homeowner and fines will ensue if steps are not taken to correct it. The complaining resident needs to go through the City and animal control also.
- Marie will call OWT our internet provider and find out who is listed as Admin on that site.
- HOA insurance premium is coming due in August and Brenda is getting a bid from a provider that she met at a CAI meeting in Spokane. There are a few pieces of information that need to be provided before American Family can get us that bid.
- Brenda will be sending out a letter to perimeter fence residents as a reminder to check vegetation growing through the fence.

Adjourn: The meeting adjourned at 7:55pm. **Next meeting:** Monday August 6, 2018 at Kennewick City Library. The library will let us have the small conference room for one hour, 6-7pm

Respectfully submitted:

A handwritten signature in cursive script that reads "Brenda Schuhmacher".

Brenda Schuhmacher, HOA Secretary