

# CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

## Meeting Minutes

**Date and Time:** Monday, August 3rd, 2020 at 7:00 p.m.

**Location:** Via Zoom

**Board Members Present:**

Andrew Just, Vice President

Ryan Anderson, Secretary

Allan Frishberg, Treasurer

Juan Basto , Director

**Absent:** Eryka Lefrak, President

**Also, Present:** Courtney Buchan, LCAM

**Call to Order and Establishment of a Quorum**

The meeting was called to order at 7:09 p.m. by Ryan Anderson, Secretary.

Roll Call - A quorum of the Board was established.

**Proof of Notice of Meeting**

Meeting Notice posted 48 hours prior to meeting at designated area; Community Marquees and Eblast sent to residents

**Approval of Previous Meeting Minutes**

A motion was made by Allan Frishberg to approve the July 1st, 2020 minutes, Seconded by Ryan Anderson; All in flavor.

## Updates

**Budget Review** – Property Manager, Courtney Buchanan explained that she is starting to work on the numbers for the 2021 Budget and is in the process of reviewing contracts, rate increases for vendors and obtaining proposals for items that could be a part of the 2021 budget year. Last year, a budget workshop was held and another will be held this year, most likely via Zoom if COVID-19 restrictions are still in place.

**Hurricane preparedness for the Community** – Ryan Anderson went over some of the hurricane preparedness rules for the community. When the area is under a hurricane watch of warning 48 to 72 hours before a storm is when hurricane shutters can be put up and shutters must be removed 7 days after a storm has passed. Andrew states that the rules say shutters must be removed immediately after because it is a safety hazard, board agreed with Andrew statement. Ryan also explained that the office takes the necessary precautions for the community when a storm is projected to affect the area.

**Lake Evaluation** – Andrew explained that when GL homes first built the community, they had maps of all the lakes showing where the littorals would be located in each lake around the community. Littorals are mandated by Palm Beach County. The community has the flexibility to move littorals from lake to lake to match what GL home had originally planned for the community. Palm Beach Aquatics helps manage the lake littorals and will be removing or adding any new/old littorals if needed. Courtney mentioned she completed a Lake Evaluation for the whole community but will be adding new information regarding if each lake matches what GL homes has originally planned.

## New Business

**Playground Refresh** – Courtney went over the playground refresh stating that the new equipment has been put in and the ground has been leveled but weather has disrupted some of the areas that were leveled so Pedro will be onsite to complete the leveling before the flooring is scheduled to go in.

**Front entrance paver repairs** – Ryan stated that there are issues on ingress with the pavers when someone first drives into the community. The pavers are stained white and must be acid washed, pressure cleaned and sealed to remove the white marks. Before this can happen, the pavers need to be reset in this area. Courtney obtained quotes to reset this area and provided the board. Terra Pavers gave an estimate of \$2100 with a one-year warranty and Paverman gave an estimate of \$2500 with a 3-year warranty or \$1250 for a quick fix with one year. Andrew makes a motion to accept Terra pavers proposal, Allen seconds; All in favor.

**Holiday lighting Vendor** - Ryan explained we are currently under a 3-year contract with a holiday lighting company, Holiday lighting designs and entering into our final year of the contract. This contract was reviewed and accepted 2 boards ago. Usually, these contracts have an easy out for Associations that feel the need to break them because the work is unsatisfactory. The Board would like to the break this contract but to do so, the Association must back the discount given for the first two years of service along with another 10% which would be in the of \$2200 total. Allan states that he doesn't see where in the contract is explains this and that we should just have to pay 10% to back out. Ryan reviewed the

contract and states there is no language that says anything about the association owing money for the first two years to break the contract. Autorenewal for the contract is March 1<sup>st</sup> and a written notice must be received before this day to back out of the contract. Ryan states that in the future we must make sure all contracts going forward have an easy out for the Association. Andrew explained some of the issues we experienced last year with the holiday lighting vendor such as GFCI tripping, fuses blown, failure to respond to our request in a timely manner, old lights, only half the lights working at some times, tripping hazards and etc. The board agrees that they would like to move on from this contract and company. Allan asks Andrew if he will reach out to the company personally since he recalled all the issues from the previous year, Andrew agrees to contact the company to try to make a deal regarding breaking the contract and what the Association has to pay to do so. Ryan and Andrew will discuss a plan to do this at another time.

**Compliance Committee Recommendations and Fining:** 3 lots are to be sent to the compliance committee hearing set for August 20<sup>th</sup>, 2020 for parking violations. Allan motions to send the 3 lots in question to the compliance committee hearing, Andrew seconds: All in favor. Maureen from the compliance committee brought up a violation that occurred back in early July regarding a homeowner bringing an RV onsite and parking it in their driveway. Maureen stated she asked Courtney the outcome on this violation and was told a warning was given and feels that a fine should have been given. The board inquired about this violation and Courtney stated that the homeowner did reach out prior to bringing the RV into the community and asked permission to do so. Courtney told the homeowner that RV's are not allowed in the community. The resident brought the RV into the community anyways. Maureen feels that since they were told they were not allowed to bring in the RV and did so anyways, a fine of \$100 should have been given. Andrew read off the rules on RVs and the rule does state that RV's are not allowed but it does make mention of certain vehicles that's are normally prohibited can be parked temporary. The board said they will review this issue and get back to Maureen with a resolution.

**90 Days in Arrears Suspension:** At the time of the meeting, no new accounts needed to be suspended for being 90 days or more in arrears, all current accounts that are 90 days or more in arrears have already been sent notices and access has been revoked or shut off.

### Committee Reports

- **Social:** Nothing new to report at this time
- **Compliance:** Next Compliance meeting will be August 20<sup>th</sup>, 2020 at 6:00pm via Zoom.
- **Landscaping:** Nothing to report from the last time other than getting together what needs to be replaced as far as landscaping goes after hurricane season.
- **Communications Liaison:** Communications Liaison was not present during meeting to give updates.

### Adjournment

With no further business to address, Ryan motioned to adjourn the meeting at 8:04 p.m. Allan seconds: All in favor.

Respectfully Submitted,

Courtney Buchan, LCAM - GRS Management Associates

On behalf of the Board of Directors