

# CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

## Meeting Minutes

**Date and Time:** Wednesday, May 12th, 2021 at 7:00 p.m.

**Location:** Via Zoom

**Board Members Present:** Eryka Lefrak, President  
Andrew Just, Vice President  
Allan Frishberg, Treasurer  
Ryan Anderson, Secretary  
Zachary Greenberg, Director

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

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

The meeting was called to order at 7:13 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; Clubhouse Bulletin Board & Email.

### **Approval of Previous Meeting Minutes**

A motion was made by Eryka Lefrak to approve the April 6, 2021 minutes, Seconded by Andrew Just: All in favor.

Andrew just wants to amend agenda to add fifth board, Eryka seconded, all in favor.

### **Updates**

**Weight equipment update** – The community has discussed obtaining new weight equipment for the association at previous Board meetings. Proposals were given for weight equipment and the Board has voted on using Fitness Smith to obtain this new equipment. A deposit has been sent to the gym company and the weight equipment has been ordered and will be delivered and installed at a later date,

shipment takes a few weeks. The association will update the residents when the weight equipment is ready to be installed as the gym will be need to be closed for this installation.

**Social Hall rentals** - Ryan explained we discussed this at the last meeting and potentially re-opening the social hall for rentals. Courtney explained she felt fine with reopening the social hall & indoor basketball court for rentals and created a new rental application with language in regards to covid-19. We would also ask that residents holding an event before the rover guard was on duty to paid a separate fee for a party monitor during their event to ensure social distancing is in place and that capacity is not over. Eryka stated we have the same issues as we did before covid, underage kids coming to the clubhouse without an adult present. Besides this, there hasn't been major issues or concerns. Most residents are still wearing masks when entering the clubhouse and there aren't capacity issues. Eryka motions approve social hall & basketball court rentals to begin again starting the first weekend of June, Andrew seconded, all in favor.

**Amenity hours and changes** – Courtney went over the current times and restrictions for the clubhouse amenities. Worn are required while indoors and outside. Palm Beach County has lifted that mask need to be worn outside. Eryka motioned that mask are not mandatory, encouraged to be worn outside, seconded by Andrew just, all in favor.

### **New Business**

**Clubhouse guests and instructors** – Ryan explained canyon trails allows 2 guest per household to use the amenities. We currently allow tennis instructors for one-on-one training. We do not allow any other instructors at this time amid COVID-19. Eryka stated that the previous rule before covid was one-on-one instructors for any amenity. Ryan motioned to allow individual instructors for all amenities, Zach Greenberg seconded, all in favor.

**Hurricane tree trimming** - Courtney explained that the Community will be performing hurricane tree trimming in Mid-June with Brightview landscaping doing the work. All the common area trees will be trimmed during this time. Violations will be sent to owners that need to trim their trees in the beginning of July.

**Security Hours** – Ryan explained that during covid, we changed roving hours to 9am to 5pm for Saturdays and Sundays. The hours prior was 12pm to 8pm. Courtney went over previous hours and processes. Tabled for now to discuss security. Andrew motioned to change the roving hours to 4pm to 12pm starting the first weekend of June, Allan seconded, all in favor.

**Security concerns** – Eryka explained we have issues with our current security company, not registering people correctly, falling asleep. Eryka wants to see us move to a virtual guard gate. She went over virtual guard and what that entails, easier, better, we could have more roving hours. Track's entry into community, cheaper, etc. They would monitor our cameras. Andrew agrees to look into this. Andrew mentioned adding a gate to the sidewalks at the front entrance and exit of the communities. Courtney explained that adding a gate to the sidewalks would be difficult because they would have to extend all the down to acme dairy on both sides and swing gates would also have to be added, this would be a high expense for the community. Several residents made comments that they wouldn't like to see a virtual gate at guardhouse and 24/7 manned guardhouse is a big selling point. The Board was not

against possibly changing to a virtual guard gate for overnight hours but not 24/7. Discussion is tabled to get more information on virtual guard gate.

**Splash pad repairs** – The Splash pad is in need of electrical repairs. The splash pad has never had any maintenance previously so the repairs were costly. The Board approved repairs through Pool kings to be performed by Sullivan electric. The repairs will take 2-3 days to complete and then the splash can be reopened. The office will send out an eblast when the splash pad will be reopened.

**Office hours** – Courtney explained that pre-covid-19, the Board motioned to close the management office on Wednesdays from 12pm to 6pm for office hours. This never went into effect because Covid followed this agreement. Now that the clubhouse will be going back to pre-covid hours of operations, the office will start to implement these changes starting the second week of June.

**Mailbox Violations** – Mailbox violations were sent the first week of May. Many homes received these violations which include mailbox needs painting/replacement, Mailbox posts need painting/replacement, mailbox is missing address numbers and/or has wrong number, mailbox flag is missing and/or needs replacement. Beautiful mailboxes were the original installers of all the mailboxes when the community was first built and has offered discounts for these items. Residents who received these violations have 30 days to come into compliance.

**Accident at exit gate** – Ryan explained that there was an accident at the exit gate of the community back in early April. A vehicle jumped the median curb at the gate and ran over a sign, camera, damaged some grass and leaked oil over the exit lane of the community. Palm Beach Pressure cleaning was contacted immediately following the accident and was able to come onsite two days afterwards to clean the pavement and rid the oil stains. Miner has been contacted to provide a quote to replace the broken camera, BrightView was contacted to replace damaged sod and Signarama was contact to provide a proposal to replace the damaged exit gate sign.

**Treasurers report** – Allan gave the treasurers report. At the time of the meeting, there were \$41,309.87 in delinquent funds. \$543,065 was in the operating account. \$718,623 in the reserves account. \$32,594 in account receivables. \$502,117 in liabilities and equity.

**Compliance Committee Recommendations and Fining** – The Board was given a list of past-due violations prior to the board meeting for review. Allan motions to fine and send everyone on the list to compliance, Ryan seconded: All in favor

**90 Days in Arrears suspension** – none at this time.

**Fifth board member** – There was a general discussion on possible dates for Board member candidate to submit an information sheet on why they would like to join the current Board. Eryka motioned for May 28<sup>th</sup> at 3:00PM the deadline for information sheets 3pm, Andrew seconded, all in favor.

### **Committee Reports**

**Compliance:** Maureen stated that at the April 22<sup>nd</sup>, compliance committee meeting 3 violations were not fined, but not closed. There was a lot of discussions and an excellent turn out.

**Landscaping:** Jeremy said that the landscaping committee is working of getting two proposals to add missing landscaping to the north berm along serena creek to the turnpike wall.

**Adjournment**

With no further business to address, Ryan motioned to adjourn the meeting at 9:01 p.m. Seconded by Eryka. All in favor.

**Respectfully Submitted,**

Courtney Buchan, LCAM - GRS Management Associates

On behalf of the Board of Directors