

CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

Meeting Minutes

Date and Time: Wednesday, November 4th, 2020 at 7:00 p.m.

Location: Via Zoom

Board Members Present: Eryka Lefrak, President
Andrew Just, Vice President
Allan Frishberg, Treasurer
Ryan Anderson, Secretary
Juan Basto, Director

Also, Present: Courtney Buchan, LCAM

Call to Order and Establishment of a Quorum

The meeting was called to order at 7:25 p.m. by Eryka Lefrak, President.
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; Entrance/Exit Signs

Approval of Previous Meeting Minutes

A motion was made by Eryka Lefrak to approve the October, 7th 2020 minutes, Seconded by Andrew Just; All in favor.

Updates

Amenity Changes – Eryka spoke about several amenity changes. She started with tennis courts, She mentioned that laws have not changed from last time. Eryka did research on requirements on keeping the bathroom open and did not find anything supporting that they needed to be opened. We would post sign use at own risk, must wear mask. We can open the courts. Eryka motions to remove hours res from starting 7am to 11pm, leaving gates open starting November 5th, Allan, all in favor. We can open the gym a little more because the cleaning crew is here for longer. The capacity is still 4 people at a time in the gym. Eryka motions to extend hours m, w, f to 7pm starting Friday, Andrew second, All in favor. No other changes can be made for the other open amenity at this time. Cannot open pool because of daylight savings

Approved landscaping projects update – Courtney went over recent landscaping projects that have been completed throughout the community. Pedro landscaping completed some replacements for the Acme Dairy north side berm. Brightview completed adding replacements to the end caps throughout the community. Pedro landscaping also completed some landscape extras around the back of the clubhouse for the islands around the field.

Community beautification progress – Andrew went over, started mulch on acme dairy south today, Brightview completed most of the Blitz and are just fine tuning, followed by the pressure cleaning, curbs, sidewalks and clubhouses Waterfall will be cleaned out and bleached. New flowers will be changed in beginning of December.

New Business

Landscaping Proposals – Courtney went over proposals from Brightview and Pedro landscaping for additions around the main waterfall and then Andrew stated he met with Pedro and landscaping committee to go over the what we needed; hours were spent. Andrew motions to go with Pedro for this landscaping at the waterfall, Eryka seconds, All in favor.

Parking rules refresh – Eryka went over a parking rules refresh regarding what times street parking can occur and where to park, even or odd side depending on month. Blocking sidewalks is not allowed until after 11pm and until 7am Sunday through Saturday. Blocking a fire hydrant would result in towing a vehicle. Residents are responsible for informing their guests of the parking rules.

Overflow parking lot rules – Eryka spoke about the overflow parking rules. Because of Covid, we have a lot of extra cars in the community right, college kids, relatives, etc. directly correlated to covid. If overflow full, clubhouse parking is used. Erka wants to propose a temporary change, back sections, further from the clubhouse entrance door can be used as temporary overflow and if they are full, use overflow, reason for change because overflow is the bus stop and parents have been waiting for kids in their cars until bus comes. Andrew wants to address the individuals that are using the stops permanently, temporarily means temporarily and there are some residents using are permanently. A lot of staining from vehicles at the overflow. Allan agrees and states that this lot is full and cars waiting to parking to drop off kids. Eryka states that the parking situation will get worse before it gets better with the holidays, etc. Certainly, address owners using the overflow too frequently, is it continuous, we do not have night time guard coverage. Ryan chimes in and states he thought we would be making solid overflow parking procedures. Nothing written in bylaws prohibiting parking in the overflow parking lot. Could be changed without community because apart of our rules and regulations. A farther discussion is needed so this can be included in our next meeting.

Office Procedures – Allan speaks to this. Allan wants to streamline things at the office for the property manager. 0 to \$500 is Courtney is spending and doesn't need approval. Doesn't need to be notified. \$501 - \$3000 informs the board this is what is needed, if no concerns after 36 hours, she can go ahead and get it done. \$5000 to \$9000 3 to vote yes, 2 estimates at least. \$9000 or more, brought to board meeting. Manage workers hours, let know but not have to ask if someone can take off. Andrew mentions that the board doesn't also communicate on items that are pending. Eryka and Andrew chimed in with some more opinions. Allan motions Courtney can up to 500, 501 to 3000 let board know wait 36 hours unless a board member needs more time to accept that expenses. Ryan seconds Eryka counter motions to let Courtney spend 2000 without board for maintenance items. Juan seconded, All in favor. New property manager would be different.

Year-end Projects – Courtney went over some year-end projects the Association is trying to get done before the end of the year. The pool deck needs to be striped of sealer and then re-sealed and Palm Beach Pressure cleaning will be performing the work. The Acme Dairy berm on the south side is missing some landscaping and we are in the process of getting quotes to complete this area from Brightview and Pedro landscaping. There are some maintenance items that need to be addressed around the clubhouse including painting the awning posts around the pool deck and splash along with replacing broken fans at the pavilion and stucco repairs around the pavilion building.

Annual Meeting Date – Eryka started this, generally the meeting is the first or second week of January. Andrew can do the January 12th, 2021, everyone else agrees.

Compliance Committee Recommendations and Fining: 5 parking 1 maintenance, Eryka motions for maintenance, Allan seconds, all in favor. Eryka motions to send all 5 parking to compliance, Allan seconds, all in favor.

90 Days in Arrears Suspension: None at this time.

Committee Reports

- **Social:** Eryka stated were resumed food trucks, have a lobster truck coming in on Monday, later next week Hip pop will come along with a taco truck. Social distance and masks still apply. All trucks have licenses and permits and are wearing masks. Halloween decorations contest went great. Had a lot of cool entries, voting is still going on.
- **Compliance:** Maureen gave an update regarding compliance; she would like to thank the compliance committee members for their work. The zoom meetings are working out well.

Everything you read on Facebook is not true. Eryka adds we are going to send out an email regarding the life of a violation and what happened once a violation is given.

- **Landscaping:** Jeremy gives a landscaping update, been working very hard with Andrew and Kenny on becoming more proactive on landscaping projects.
- **Communications Liaison: None at this time.**

Adjournment

With no further business to address, Eryka motioned to adjourn the meeting at 8:53 p.m. All in favor.

Respectfully Submitted,

Courtney Buchan, LCAM - GRS Management Associates
On behalf of the Board of Directors