

CANYON TRAILS HOMEOWNER ASSOCIATION, INC.

Meeting Minutes

Date and Time: Tuesday, January 25th, 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

Also, Present: Courtney Buchan, LCAM

Call to Order and Establishment of a Quorum

The meeting was called to order at 7:22 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; Clubhouse Bulletin Board

Approval of Previous Meeting Minutes

A motion was made by Eryka Lefrak to approve the November 4th, 2020 minutes, Seconded by Allan Frishberg; All in favor.

Updates

Amenity Changes – Eryka explained that no changes were made to the county’s orders regarding opening clubhouses amid the covid-19 pandemic. Masks are still required to be worn while onsite around the clubhouse. All amenities hours will remain unchanged at this time. Andrew chimed in and brought up opening the community clubhouse back up at some capacity. Ryan brought up that he doesn’t want office staff exposed nor residents with opening the clubhouse. Andrew wants to look into options to possibly open up the clubhouse. Eryka stated that we can look into options to open the clubhouse and add to a future meeting for discussion.

Year-end Projects – Courtney went over year-end projects that were completed or started at the end of 2020. Several landscaping projects were completed including additional landscaping around the clubhouse track area, landscape replacements were installed on the Acme dairy berm on the south side. Holly tree replacements were installed and replaced where dead or dying holly trees existed. The pavers at the pool were striped of failed sealer and new sealer was applied to all the pavers. New awnings were ordered for the pool area and will be installed on January 20th.

Overflow Parking lot rules – Eryka explained that the overflow parking lot by the bus stop at the front entrance of the community is always full of vehicles and parents have no way to park for school drop-off and pick-up. Eryka brought up that maybe the clubhouse could be used for overflow parking from time to time so that the overflow lot is not used and parents could still park to drop-off or pickup their kids. Ryan said that we need to find out who the vehicles belong to that are parking there and send them violations and possibly fine them. Several residents chimed in with their thoughts. Courtney stated that other canyons also have this parking lot but that it is only used for bus stop parking and that no one can use for permanent or temporary parking. Eryka motioned that the 4 spots closest to the bus stop should be used solely as bus stop parking and no cars can be parked here temporarily or permanently other than parents dropping off or picking up their kids from school. The remaining 4 spots would be used for temporary parking for residents’ guests that cannot park at the resident’s home but must make the office aware and get approval to park there, Ryann seconds, all in favor.

New Business

Sidewalk Proposals – The board was previously given several proposals for sidewalk repairs needed throughout the community. The board received all the proposals. Eryka motioned to approve the proposal given from All county paving, Allan seconded the motion, All in favor.

Violation Process – Courtney went over the violation process. Violations are done in the beginning of the month. Usually, an eblast is sent out to the community a month prior listing what violations inspections will be done for the following month for a heads up to the residents. Courtney tries to schedule the violations to be in line with the monthly board meetings so that the board can vote to fine the residents who are not in compliance after their 30-days and send to the fine hearing committee meeting set for the 3rd Thursday of the month. Fine hearing notices must give at least 14-days before the fine hearing meeting. A majority of the board chose not to hold a December meeting so the November violations were not sent to fining until January. Andrew asked that the violation schedule be more thoroughly and also that their board meeting be more in line with the violation schedule so that some residents won't get more time than others. The board agreed and will try to make sure to stick to the schedule.

Vendor Agreement form – Courtney explained that the association has a vendor agreement form for vendors that want to use the associations facilities to teach a class, have an event, etc that charges residents or guests a fee to participate in, the vendor must provide this form with credentials listed in the application and also must pay the association 25% of any revenue collected because of this event. The board had a discussion whether or not to lower the cost of revenue collection from resident using an form. The board decided to keep the revenue collection the same for a outside vendor or a resident due to possible wear and tear to what amenity they may be renting for use.

Pavilion rentals – The outside clubhouse pavilion was able to be rented for a cost of \$150 rental fee plus a \$250 refundable security deposit prior to Covid-19 and no rentals have taken place since the pandemic has been ongoing. The board discussed allowing rentals to resume for the outside pavilion during the times when the guard is present and cleaning is taking place. The guard is present on Saturdays and Sundays from 9am to 5pm and cleaning takes place from 9am to 3pm. Andrew motions to allow rentals for the outdoor pavilion during the times the guards are present and cleaning is done, along with the resident renting the pavilion pay for additional cleaning if needed, Eryka seconds, all in favor.

Pool Awning installation & black algae treatment – Courtney went over that the pool needs to be treated for black algae and also that new awning will be installed on January 20th. The Pool and splash pad area will be closed the week starting January 18th through the end of this week.

Compliance Committee Recommendations and Fining – There are 19 maintenance and landscaping violation due for fining along with 4 parking violation due for fining. Allan motions to approve fining for these violations, Ryan seconds, all in favor.

90 Days in Arrears Suspension – Eryka motioned for 3 residents' access to be shut out due to being 90 days or more in arrears and be fined \$25 to have the access turned back on, Allan seconds, all in favor.

Committee Reports

Social – Eryka gave an update for social, the community is planning on several food trucks to come to the community in the next few weeks. The goal is to have at least one food truck per week scheduled.

Compliance – No new business to report

Landscaping – Jeremy from the landscaping committee gave an update that the Berm on Acme Dairy south of the community entrance is still in need of landscaping replacements and the committee is working with Pedro to get an updated proposal for this area.

Communications Liaison – No new business to report

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