

**FINAL  
CANYON RIDGE SPRINGS POA  
BOARD MEETING MINUTES  
APRIL 28, 2018**

A meeting of the Board of Directors of Canyon Ridge Springs POA was held on Saturday, April 28, 2018, at 12201 Montana Springs Dr. Paula Guerrero called the meeting to order at 10:35 am and a quorum was present.

**Board Members Present:** Paula Guerrero, Dave Matthews, Sharon McBride and Candy McGuire

**Proof of Notice of Meeting:** The notice of the meeting was posted on the bulletin board and website prior to the date of the meeting.

**Approval of Minutes:** The Board previously approved the minutes of the last board meeting held on Feb. 10, 2018. They were posted on the bulletin board and are available on the website.

**OFFICER REPORTS:**

**President:** Paula reported:

- No new business to report.

**Treasurer:** Sharon reported:

- | <u>Financials</u> as of <u>March 27, 2018</u> | <u>April 27, 2018</u> |
|---|-----------------------|
| Checking Bal       \$ 33,052.75               | \$ 39,429.10          |
| Capital Bal \$185,311.17                      | \$185,315.74          |
| TOTAL               \$218,363.92              | \$225,144.84          |
- Resale Certificate processed for Lot #58 (\$325.00)
- 2017 Taxes and 2018 Franchise tax form completed by LH Bookkeeper March 14
- 2018 Assessments: update of payments received  
To date: \$38,250.00 for dues and \$125.00 late fees paid for total \$38, 375.00  
Outstanding: 9 lots (3 owners) \$3,375.00 dues and \$300.00 late fees  
Late Warning Letter sent on March 5, 2018  
Lien Warning Letter to be sent: May 3, 2018
- Eight liens and late fees paid by owner of lot #24 dating back to 2010 for a total of \$5138.75. The owner is current through the end of 2018. Lien Releases were processed, notarized, and sent by certified mail for lot #24 to Travis County. Cost to POA \$208.00.
- Status of CRS/Treasurer's Computer: The CRS computer (Dell Inspiron Model N5110) is old (2011), the battery doesn't remain charged longer than an hour, and software is out of date including Windows 7 Home Essentials. Word and QuickBooks 10 (current version is QB10 and the latest is QB18; QB10 can't be updated because Word version is old but that cannot be updated because the computer won't support it). Sharon reports that she is concerned about the loss of information, lack of continuity over time and the amount of time

she is required to spend. Paula will research prices of a new laptop computer to replace the outdated system as well as a new subscription for QuickBooks and Windows.

Secretary: Candy reported:

- No new business to report.

**COMMITTEE REPORTS:**

Architectural Review Committee (ARC): Dave reported:

- Brad Gray of Glidden Homes submitted house plans for the Lopez Residence to the ARC for Lot 24, 29711 Montana Ridge Pass

Infrastructure Maintenance Committee (IMC): Sharon reported:

- Outcome of Workday, March 3, 2018: the front gates and gates to park were repainted, flower beds were cleaned and trimmed and rocks moved from half of center strip, new legs were installed on picnic tables to replace rotted wood, and ten new fence rails were installed and stained.
- Ten more fence rails were ordered and Carl and Linda Rose and Sharon picked them up on April 6, 2018 at a cost of \$155.88. They are currently drying under the pavilion and are ready to install when another workday is scheduled.
- Al Garcia and Carl Rose continued to repair the picnic tables by adding a small riser to the bottom of the legs to stop wood rot from pooling rain, and preparing the tops of the tables to be stained. The cost for the wood, risers and hardware for eight tables was \$318.21.
- Al Garcia asked if someone would stain the picnic tables; he recommended using a sprayer. Dave volunteered to purchase the stain for the tables.
- Two of the sprinkler heads were missing and Carl Rose repaired it. Carl has contacted the vendor to review our sprinkler system and possibly install a drip system in the center strip. The vendor suggested we keep the system as is until the landscaping is completed in the side beds.

Nominating Committee (NC): Candy reported:

- Jeff Porter (Lot 66), The McLerran's (Lot 49), and James Kitchens (Lots 109, 110) will be asked to consider running for a board position for one of the three openings when the terms of Paula Guerrero, Sharon McBride and Richard Cornett expire in January at the 2019 Annual Meeting. Additionally, Dave Matthews' position will become vacant whenever he and his wife move.
- Sharon will coordinate with Paula to pay for the two domain sites (.org and .info). Bob Whitwell currently owns the .com site, but it may be available in May or June 2018.
- Paula said that she would talk to Rodger Elliot about taking on the Infrastructure Maintenance Committee.

Website Committee (WC): Paula reported:

- Sharon will get the two domain sites to Paula for purchasing (.org and .com). Bob Whitwell currently owns the .com site, but it may be available in May or June 2018. The .org is available now.

Beautification Committee (BC): Sharon reported:

- April 9, 2018 Workday: planted native and drought resistant plants into beds by the front gate. 27 plants were purchased from Wright's Nursery in Briggs for \$149.55.
- The rest of the river rocks were removed from the center strip by the front gate. There were six volunteers who worked an average of two hours each.
- Next: we'll mulch the center strip to protect the plants from the heat. Dave will purchase 10 bags of mulch from the feed store in Georgetown for \$2.00 per bag.

**OLD BUSINESS:**

- No old business was discussed.

**NEW BUSINESS:**

- Sharon requested the Board consider electing someone to fill Richard Cornett's vacancy for the remainder of his term (ending January 2019) and be responsible for the Infrastructure Committee; she will continue as Treasurer. Following discussion about potential candidates, it was decided Rodger Elliot would be asked if he would be willing to join the Board for the remainder of Richard's term and be responsible for the Infrastructure Maintenance Committee.
- Kenny Lewis contacted Carl Rose regarding the resale of Lots T1 and T2. They will be offered for sale at \$8K per lot. Following discussion the Board decided it was not in the interest of the POA to purchase the lots.
- Paula asked if the park and front area by the gates needed mowing yet; Rick Guerrero will contact Mr. Martinez (current landscaper) to mow in approximately three weeks. Sharon will print a check for Rick to pay Mr. Martinez.
- We received a complaint about the asphalt torn up in front of the house under construction (Lot 49). As Chair of the ARC, Dave will send them a letter with the concerns.
- As Chair of the 2018 Fall Picnic, Suzy Kitchens asked the Board to consider hosting the picnic on Saturday, September 22<sup>nd</sup> or November 3<sup>rd</sup>. The Board voted to have it on November 3<sup>rd</sup>. Paula volunteered to post a request for volunteers on the POA website. Sharon will notify Suzy.

The next board meeting will be held on Saturday, July 21, 2018 at 10:00 am at 25013 Montana Creek Crossing.

Sharon moved to adjourn the meeting; Dave seconded the motion, and all were in favor. The meeting adjourned at 12:15pm.

Respectfully submitted,

Candy McGuire  
CRS POA Secretary

