



**Canyon Estates
Property Owners Association**

Annual Meeting Agenda

7:00 pm May 18, 2018

Crystal Inn

480 Westland Dr. Brigham City

Welcome / Introductions	Henry Thompson
Minutes of 2017 Meeting	Henry Thompson
Road Maintenance	Brent Parkin
Above gate – grading, mag chloride	
Below gate – county maintenance	
Review CC&R's on road usage (MPH, using as a "race track" etc),	
Trespassing	
Drinking Water Report	Teresa Crockett
Water system maintenance	
Water system:	Henry Thompson
Well at The Pointe – put on line	
Proposed 2018 Budget & Annual Assessment	Teresa Crockett / Henry Thompson
Proposed annual assessment above gate	\$650.00
Proposed annual assessment below gate	\$500.00
Other Issues	
Changing gate code	
Any other issues	
Elections for one new Board Member – Michael Forest time is up.	
Michael has served diligently these past 3 years but because of his work load has asked not to seek another term.	
Any interested individuals may be nominated and voted on.	
Adjournment	



CANYON ESTATES PROPERTY OWNERS ASSOCIATION, INC.

May 9, 2018

Dear Canyon Estates Property Owners

RE: Annual Meeting & Invoice for Annual Dues

It's time again to meet as property owners and discuss on-going management of Canyon Estates. As noted in my save-the-date email on April 11, 2018, we will be holding our annual property owners meeting

- When: **Friday May 18, 2018 at 7:00 pm**
- Where: **Crystal Inn at 480 Westland Dr., Brigham City, Utah.**

The agenda for the meeting is attached along with supporting materials including the proposed budget and proxy ballot for one board member position that is up this year. The draft minutes from our meeting last year. We will be voting to approve these at the start of the meeting.

The annual dues will be adjusted this year. The annual dues for 2018 have been set at \$500.00 per lot for all lot owners below the gate and \$650.00 per lot for all lot owners above the gate.

This letter serves as your invoice. Please make your **payment by July 1, 2018** and submit it as shown below. Late payments, those after July 1, 2018, will be assessed a late fee of \$100.00 and may result in a property lien and interrupted water service. Make the check payable to CEPOA and send it to:

CEPOA c/o Teresa Crockett	Property Owners	Amount Due per Lot
3645 Bountiful Blvd.	The Pointe & below gate	\$500.00
Bountiful, UT 84010	Owners above gate	\$650.00

We will provide a copy of our drinking water report at the meeting and will send it to owners by email or through the postal service when it is complete.

I hope to see you at the meeting. If you have any questions, please email or call.

Respectfully,

Henry Z. Thompson
President

**CANYON ESTATES PROPERTY OWNERS ASSOCIATION
ANNUAL MEETING – May 18, 2018**

GRANT OF PROXY/BALLOT

The undersigned shareholder of record of Canyon Estates Property Owners Association, Inc. hereby appoints any Board member, or the person named in the blank _____ as proxy of the undersigned, with the powers the undersigned would possess if personally present, and with full power of substitution to vote the shareholder's interest held in the Corporation at the Annual Meeting scheduled to be held on the 18th day of May 2018 and any adjournment or postponement thereof.

The undersigned hereby waive notice of all meetings at which the aforesaid proxy is exercised.

Date: _____

Signature

Lot _____ Ph _____

BALLOT FOR BOARD MEMBER

Write in the name of the individual you vote for: One member will be elected to serve a three-year term on the board. The name receiving the most votes will be elected.

- 1.
- 2.
- 3.
- 4.

MAIL TO CEPOA: % Henry Thompson 4065 West 9600 North, Tremonton, Ut 84337
Fax to: Henry Thompson 435.257.2002
E-mail to: canyonstatespoa.board@gmail.com or j_hthompson@msn.com
Text to: Henry Thompson 435.230.0952

CEPOA Annual Meeting Minutes
May 5, 2017

-The meeting was called to order at 7:15 pm by President Henry Thompson who welcomed everyone and thanked them for their attendance.

- Property Owners in attendance: Seawright, Schweppe, Campbells, Winegars, Whitaker, Naegles, Trask, Smiths, Thompsons, Crockett, Spehar, Forrest, Parkin

-Proxy votes received from: Ed Taylor, Knight, Love, Karras, Bunker, Rausch, Barlow, and McKinnis. All proxy votes went to Henry Thompson except for Rausch whose vote went to Tom Winegar.

1. First order of business was the approval of the Minutes from the 2016 Annual Meeting. Teresa Crockett moved to approve the Minutes without amendment. Her motion was seconded by Will Naegle. The Minutes were unanimously approved.
2. The next item of discussion was our road maintenance. Board Member Forrest told the members that our roads had survived the winter better than the roads in many of the other developments, with the only problem area being Canyon Estates Drive northeast of the Larkspur Drive intersection. That section of the road had some water damage due to the culvert underneath the road in that spot being overwhelmed with water flow or partially plugged from an ice dam. A couple of loads of road base had been spread over the area with damage by Rick Thomas.
 - a) Forrest shared that he had spoken with Commissioner Brad Jensen from Bear Lake County and inquired as to whether the County would apply mag chloride on Canyon Estates Drive and the roads within The Point. Commissioner Jensen told Forrest that the County would apply mag chloride on Canyon Estates Drive and Canyon Pointe Way. If they had sufficient budget they would also apply mag chloride on Canyon View Place.
 - b) Given the County's intent, Forrest informed the members that the Board would propose placing one full load of mag chloride on the roads in upper Canyon Estates, including the cul-de-sac areas that were skipped in 2016. In the event Bear Lake County does not apply mag chloride to Canyon View Place and assuming we have product remaining from our application in upper Canyon Estates, we would spray the remaining product on Canyon View Place.
 - c) John Smith brought up the idea of approaching Bear Lake County about vacating the roads within our subdivision that were deeded to them in accordance with the 2005 Agreement with The Reserve since the County always seems budget poor and the quality of their winter maintenance is not as good as we do for ourselves. The Board agreed to take that idea under advisement.
 - d) Kameron Whitaker stated that the roads needed some grading prior to the application of mag chloride. Forrest concurred and said that he would arrange it through Rick Thomas.

3. Teresa Crockett provided the members with a water quality report. She summarized the report stating that our water quality was excellent with no contaminants or bacteria of concern to report.
4. The next item on the agenda discussed involved the status of our water system and the forthcoming project to develop Well #3 and connect it to our system. Board Member Forrest led this discussion and informed the members of the following:
 - a) Contrary to the design plans, our water system does not have pressure relief valves on any of the lines.
 - b) Henry Thompson suggested that everyone with a cabin should have a pressure reducing valve inside their home.
 - c) We had a break in one of the lines in Mona Circle close to the Karras's property in October of last year that had to be repaired. The Contractor who performed the repair installed our water system originally and is the one who informed us of the absence of PRV's.
 - d) By our 2005 Development Agreement with The Reserve, we were granted ownership of 1/3 of the water in Well #3. Further, we need to develop this well and connect it to our existing system as we do not currently have sufficient water in Well #1 and #2 to meet our needs at build out of the subdivision.
 - e) Tim Trask asked who controlled the other 2/3 of the water in Well #3 and what its disposition would be going forward. There was discussion on the definition of a water right, perfecting a water right, a point of diversion, and moving a point of diversion. Will Naegle and Teresa Crockett provided good insight into defining what these are, their differences, and what they mean to us as an Association relative to Well #3.
 - f) John Smith asked what the Association was going to do with water hookup fees with the eight new lots The Reserve plans to develop off Canyon Point Way. Henry Thompson informed the group that we could do whatever we wanted in that regard and that he would expect those folks to pay a much higher fee than is currently a part of our CC&R's.
 - g) Mike then informed the group that we have hired Rocky Mountain Engineering of Pocatello, ID to size and design the pump, pumphouse, connections, and electrical for Well #3. We had three bids to perform this design work and Rocky Mountain Engineering's was the lowest of the three at approximately \$19,000.
 - h) We will be able to calculate a much tighter budget for the total cost to develop Well #3 once the design is complete, but that our rough budget is \$90,000 for the design, construction, and start-up of the system.
 - i) Henry Thompson then told the members that one area in which we could save a significant amount of money would be to initially install a 15HP pump in Well #3 and then upgrade the pump to a 30HP as the development gets closer to build out.
 - j) Kameron Whitaker asked if we had an extra pump on hand in the event one goes out. The answer was that no we don't but that Kent Glenn had gotten us back in business in less than 24 hours the last time we'd had a pump failure. Will Naegle then stated that he felt there is a trade-off to having an extra pump on hand due to the fact pump technology and pumps in general keep improving.

- k) Henry Thompson stated that if one of the existing pumps were to go down, we would likely have to issue a special assessment to the members to pay for it.
5. The next agenda item discussed was the proposed 2017-18 budget. Teresa Crockett led this discussion and informed the group of the following:
- a) CEPOA currently has \$34,000 in the bank but hasn't received invoices from Rick Thomas for winter road maintenance for 2015-16 or for this past winter.
 - b) She believes we will have sufficient cash flow this year to honor all our financial obligations but that we will most likely need a special assessment next year to pay for the development of Well #3.
 - c) Bret Parkin asked Teresa about a discrepancy in the budget on the snowplowing line. Teresa reviewed it and agreed it was a mistake and corrected it.
 - d) The members voted and approved the corrected budget unanimously.
6. Kameron Whitaker informed everyone that our Powder River swing gates at both the north end of Canyon Estates Drive and at the intersection of Larkspur Drive heading up into The Reserve had been damaged this winter. Kam had repaired the gate on Larkspur by replacing one of the hinges and re-installing the gate however, the gates were still bent. He said that the gates at the north end of Canyon Estates Drive were beyond repair.
- a) Henry Thompson stated that he would contact Brent Skinner about replacing the gates at the Larkspur Drive intersection since he thought that Rick Thomas had damaged them while performing snow removal work for The Reserve.
 - b) Kam then brought up use of the gate at the north end of Canyon Estates Drive. He wanted to know if the automatic gate that was partially installed was going to be completed and made functional as his wife would like to use it on a regular basis for trips to Paris and Montpelier.
 - c) Will Naegle stated that he would make it functional but has been very busy and just hadn't had time.
 - d) Kameron offered his assistance to help Will with whatever he needed since he had heavy equipment in the area.
 - e) We discussed "the need" to have a functioning north gate for emergency purposes and that the Association should pay whatever is necessary in order to get the automatic gate at the north end functional.
 - f) Kameron then brought up the fact that the traffic within the subdivision had increased significantly with the snow melt and that a majority of the traffic was not homeowners. He suggested that we might want to change the gate code sooner than July 1st as is customary.
 - g) Nobody in attendance took exception to changing the code, therefore the new code of *SNOW will be put into effect on 5/8/17.
7. Henry Thompson then let everyone know that a new cabin is being built on Larkspur Drive in The Reserve. Per our Development Agreement of 2005 with The Reserve we must allow construction traffic to this cabin to ingress and egress across our roads. To minimize the

disruption to Canyon Estates, we will allow the construction traffic to enter Canyon Estates via our north gate, travel down Canyon Estates Drive to the Larkspur intersection and then head up Larkspur into The Reserve.

8. Henry then informed the group that Matt Schweppe had asked for time on the agenda to discuss the option of leasing of properties.
 - a) Matt stated that he and at least one other CEPOA member were in favor of being able to lease their property.
 - b) His property is currently for sale and he feels the market value of his property is lessened due to the fact that our CC&R's does not allow leasing.
 - c) He said that leasing would help reimburse owners for their expenses and make property more affordable and thus marketable.
 - d) He stated that the prior rendition of the CC&R's prior to 2005 allowed leasing and he'd like to see us change ours back to the former.
 - e) Henry stated that he'd compared the language in the 2002 version of our CC&R's with the current version (2005) and that the only difference was in 2002 leasing was allowed with approval of the Management Committee. The 2005 version changed the language to "once per year."
 - f) John Smith asked if we were talking about long term leasing or short-term leasing of a week or less at a time.
 - g) Matt said he was advocating for short-term leasing.
 - h) John stated that he and Laurie were attracted to the development because short-term leasing wasn't allowed.
 - i) Alice-Kay Winegar stated that she thought we had enough of a challenge just getting our property owners and their guests to follow the rules let alone short-term renters who wouldn't know about the rules.
 - j) John Smith stated that he thought the leasing issue was a deeded restriction and that any such change would require 100% approval of all owners.
 - k) Henry stated that because leasing was in the CC&R's and that a change to the CC&R's requires 75% approval.
 - l) Matt then stated he could see that his idea had little support so he suggested we drop it for now and move on.
9. The last issue on the agenda was Board elections:
 - a) Tom Winegar decided not to seek re-election. Henry complemented Tom and thanked him for his service.
 - b) Henry indicated his intent to stay on as a Board Member at least until Well #3 is connected into the system. Henry stated that he may not stay the entire term depending on the well connection.
 - c) Bret Parkin was nominated to take the seat being vacated by Tom. That motion was made by Mike Seawright and seconded by Laurie Smith.
 - d) By unanimous vote, both Brent and Henry were elected to three year terms.

THE MEETING WAS ADJOURNED AT 8:55 PM.

CEPOA Budget
Annual Meeting May 18, 2018

	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed	2018 Actual
INCOME					
Annual Assessments & Fees	\$ 23,250.00	\$ 24,000.00	\$ 23,100.00	\$ 24,000.00	\$ 1,000.00
Road Maintenance (upper Canyon Estates)	\$ 2,900.00	\$ 3,100.00	\$ 2,900.00	\$ 4,650.00	
Water Hookup	\$ 3,000.00	\$ -	\$ -	\$ -	
Total Income	\$ 29,150.00	\$ 27,100.00	\$ 26,000.00	\$ 28,650.00	\$ 1,000.00

Outstanding POA Dues, Fees, Roads = \$3000

Construction Deposits Held = \$1000

EXPENSES					
Annual Meetings	\$ (100.00)	\$ (130.00)	\$ (100.00)	\$ (100.00)	
CEPOA Website	\$ -	\$ (150.00)	\$ -	\$ (150.00)	
Fencing	\$ -	\$ -		\$ -	
Insurance	\$ (2,138.00)	\$ (2,200.00)	\$ (2,254.00)	\$ (2,300.00)	
Landscaping	\$ (430.00)	\$ (700.00)	\$ -	\$ (700.00)	
Legal Fees	\$ -	\$ (1,000.00)	\$ -	\$ -	
Maintenance (gate, other misc)	\$ -	\$ (500.00)	\$ -	\$ (500.00)	
Office & Admin	\$ -	\$ (25.00)	\$ (50.00)	\$ (50.00)	
Postage	\$ (26.42)	\$ (50.00)	\$ -	\$ (40.00)	
Roads (public; mag chloride)	\$ (639.29)	\$ -	\$ -	\$ (650.00)	
Roads (upper Canyon Estates only)	\$ (3,257.14)	\$ (3,100.00)	\$ (7,149.48)	\$ (4,650.00)	
- Dust Control & Road Repair	\$ (2,957.14)	\$ (2,100.00)	\$ (3,549.48)	\$ (3,500.00)	
- *Snow Removal	\$ (300.00)	\$ (1,000.00)	\$ (3,600.00)	\$ (1,150.00)	
Signs	\$ -	\$ (100.00)	\$ -	\$ -	
Taxes/Tax Return/Financial Reports	\$ (255.00)	\$ (280.00)	\$ (280.00)	\$ (280.00)	\$ (280.00)
Utilities	\$ (4,936.27)	\$ (5,000.00)	\$ (4,907.15)	\$ (5,000.00)	\$ (804.78)
Water System Management & Maintenance	\$ (7,193.72)	\$ (3,500.00)	\$ (4,118.20)	\$ (4,100.00)	\$ (553.80)
- Routine monitoring, maintenance*	\$ (2,325.05)	\$ (2,500.00)	\$ (1,905.00)	\$ (2,100.00)	\$ (553.80)
- Other maintenance	\$ (4,868.67)	\$ (1,000.00)	\$ (2,213.20)	\$ (2,000.00)	
Weed Control (all roads)	\$ (231.98)	\$ (300.00)	\$ -	\$ (300.00)	
Total Expenses	\$ (19,207.82)	\$ (17,035.00)	\$ (18,858.83)	\$ (18,820.00)	\$ (1,638.58)
NET	\$ 9,942.18	\$ 10,065.00	\$ 7,141.17	\$ 9,830.00	\$ (638.58)

*Bills still outstanding

Account balance as of April 30, 2018: \$39,689.52

Water System Design & Documentation*	\$ (20,000.00)
Water System Construction - Well #3*	\$ (10,000.00)
Water System Construction - permitting, testing*	\$ (2,500.00)
	\$ (32,500.00)