

**July 19, 2011**  
**Board Meeting**  
**Canyon Club Condominiums Owners Association**  
**7:00 p.m. Canyon Club – Clubhouse**

**AGENDA**

- I. Call to Order**
  - Introduction of Attendees
  - Board Roll Call
  
- II. Approval of May 2011 Board Meeting Minutes**
  
- III. President's Report**
  
- IV. Budget Report**
  
- V. Committee Reports**
  - a. Architectural /Landscape
  - b. Maintenance Report
  - c. Social Committee
  
- VI. Old Business**
  
- VII. New Business**
  
- VIII. Adjournment**

**Canyon Club Homeowner's Association**  
**Board Meeting**  
**May 17, 2011**

Attending BOARD Member:

Lofton Petty – President  
Susan Schubert – Vice President  
Jeff Sterkel – Member at Large

The meeting was called to order at 7:01 pm by President, Lofton Petty.  
Introductions were made by attendees and the BOARD.

**Approval of January 2011 Minutes**

Minutes from the January 2011 Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and the minutes were approved by the Board as written for the January 18, 2011 Board Meeting.

**Reports**

**Presidents Report – Lofton Petty**

Two board members are unable to attend tonight. Sandy is attending to family business in Minnesota and Bea is recovering from surgery. We wish them both well.

We have had several noise complaints. Because we are not an apartment complex, we cannot address noise issues unless they violate city ordinance. If one of your neighbors is making unreasonable noise after 10pm and before 7pm, we recommend you first talk to your neighbor. If it continues, we suggest you call the Denver Police Department. A complaint may also be filed with the HOA office, but it must be done in writing, with the date, time and unit number. We will first send a warning letter, then upon further written complaints, additional letters will be sent and fines imposed. If you feel someone is in danger, call the police.

With spring upon us, Lofton reminded everyone about the use of outdoor grills. No charcoal grills, smokers or LPG containers greater than 1 pound are permitted. Electric grills and LPG containers up to 1 pound are permitted. This Denver City ordinance and patrolled by Denver Fire. If Canyon Club receives any fines, it will be passed on to the owner.

**Budget Report**

Sandy is unable to attend the meeting, therefore not available to give a financial report. However, Lofton said he would try to answer any questions. There were no questions.

## Committee Reports

### **Architectural/Landscape by Corrine Hatlen**

New windows/patio door and a satellite dish for #10 were approved. Also, a satellite dish for #146 was approved.

The bimonthly walkabout is scheduled for the third Saturday of each month. The next one is Saturday, May 21<sup>st</sup>.

### **Maintenance by Adam Blake**

It has been a very busy season transition year. Irrigation required a great deal of repairs and head replacements, but is now up and running. Maintenance continues to prepare the pool for the season, working on issues with the lights and damage to the plaster from last year's numerous vandalisms. The pool is scheduled to open Memorial Day weekend. Flowers have been picked up and will be getting planted as the weather allows. Jeff Maltzahn of unit 91 will be working with maintenance during the busy summer season on the daily tasks and grounds maintenance. A significant amount of time has been spent dealing with the many issues created by all the rain we have experienced, including sump maintenance, water in crawlspaces, gutters, and general water management.

Adam reminded everyone that it is a violation of our Rules & Regulations to feed any of the 'wild' animals on the property. In several areas maintenance has had to clean-up carrots (and other veggies), nuts, seeds, plates of food, etc. It has even gotten to the point where squirrels are approaching people seeking something to eat. **This is a major problem.** When the animals are fed, several things happen. As mentioned, they get comfortable with things and start to 'invite' themselves in. This poses a large health and well-being risk to our resident's and their children. Additionally, we have had several reports of coyotes on the property. Coyotes pose an even bigger threat to residents, children, and pets. We have coyotes, because we have an abundance of their food source. Please stop feeding the rabbits & squirrels!

Adam reminded everyone of the following rules for pool usage:

- HOA dues must be current and paid in full for amenities access.
- Pool hours are 10:00am-10:30pm. Use outside of these hours is considered trespassing.
- Food in the pool area is okay, but must be kept at tables. Absolutely no food near or in pool or hot tub.
- Children who wear diapers **MUST** use swim diapers in pool. No young children in hot tub.
- Anyone under 16 must have adult (18+) supervision present at all times when using pool area.
- Tampering with any of the pool or spa mechanicals may result in loss of pool privileges.
- Absolutely **NO SMOKING** within pool deck area. This is per state law.
- **DO NOT PROP POOL GATE OPEN FOR ANY REASON OR PERIOD OF TIME!**
- Additional rules are posted at the pool. Please take a minute at the beginning of each visit to review them.

AT&T is currently doing maintenance on the cell tower. If you notice paint on the grass, it has been marked for Groundmasters' use.

### **Social Committee by Susan Schubert**

Once a date is chosen for the summer picnic, signs will be posted and email invitations sent.

### **Old Business**

Mark Ortiz asked if the gate to the concrete wall is legitimate. Adam said it's only for AT&T, when they need to work on both sides. Once AT&T is finished with their work, padlocks will be put back on.

### **New Business**

None

### **General Discussion**

Mark Ortiz asked about flowers. They were picked up today and, weather permitting, will be planted soon.

Patra Attig asked about a garage sale. Susan Schubert says there is no decision yet. If people volunteer to run a yard sale, it will be held.

Lofton stated that the board needs help/volunteers to chair a committee for making changes to the Rules & Regulations and Architectural Guidelines.

Mark Ortiz asked if the plastic showing in the landscaped area near his unit will be fixed. Adam trying to finish March-May tasks finished before getting to the plastic. March through May is difficult because we still get snow, but spring landscaping is required before the summer season begins. Mark's area needs to be dug down and the rock brought up, because it is uphill. Adam will do his best to level it off.

Dagmar asked about the new maintenance helper. Jeff Maltzahn is more knowledgeable than any other helper Canyon Club has had before, and instead of part-time all of the year, he is more valuable full-time half of the year instead.

Mark Ortiz asked about the pool. It will be open Memorial Day.

**Lofton adjourned the meeting at 7:20pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

## **President's Report**

### **July 19, 2011**

I hope everyone is enjoying their summer. Since our last meeting in May, it has been business as usual, thus no issues to report. I would like to remind everyone not to feed the birds, rabbits, squirrels, etc. This then brings rodents and wild life into the complex, which is the last thing we want or need.

I would like to say a "Big Thank You" to Susan and those whom helped her with the Yard Sale and Annual Picnic.

We wish everyone a glorious and wonderful rest of your summer. Please remember the speed limit in the complex is 10 mph. We have several children around the complex, so keep an eye out for them. School will also be starting soon, so keep a look out for students commuting back and forth to school.

Canyon Club Condominiums  
Funds Balance Sheet  
JUNE 30 2011

	OPERATING	RESERVES	TOTAL
<b>ASSETS</b>			
<b>CASH</b>			
11100	Cash - Citywide Banks	178,979.54	178,979.54
11101	Cash - Debt Card	399.08	399.08
11120	Cash - Merrill Lynch MM 04030	36,844.84	36,844.84
11125	Cash - Merrill Lynch CD Accts	930,000.00	930,000.00
11150	Petty Cash	160.19	160.19
	<b>TOTAL CASH</b>	<b>1,146,478.97</b>	<b>1,146,478.97</b>
<b>RESERVE TRANSFERS TO BE MADE</b>			
11295	Due To/From	50,524.97	50,524.97
11295	Due (To)/From Prior Years	(11,499.24)	(11,499.24)
	<b>NET CASH PER FUND</b>	<b>1,096,064.89</b>	<b>1,146,478.97</b>
<b>ACCOUNTS RECEIVABLE</b>			
<b>ASSESSMENTS RECEIVABLE</b>			
11310	Assessments Receivable	8,924.24	8,924.24
11311	Allowance For Doubtful Acct	(18,950.00)	(18,950.00)
	<b>NET ASSESSMENTS RECEIVABLE</b>	<b>0.00</b>	<b>(10,025.76)</b>
<b>OTHER ACCOUNTS RECEIVABLE</b>			
11315	Accrued Int Receivable	2,953.71	2,953.71
	<b>TOTAL OTHER RECEIVABLES</b>	<b>2,953.71</b>	<b>2,953.71</b>
	<b>TOTAL RECEIVABLES</b>	<b>2,953.71</b>	<b>(7,072.05)</b>
<b>OTHER CURRENT ASSETS</b>			
11505	Prepaid Workers Comp Ins	587.00	587.00
11510	Pre-Paid Ins	5,600.00	5,600.00
11520	Employee Loans	419.23	419.23
11525	Prepaid Storm Drain	9,020.22	9,020.22
	<b>TOTAL OTHER CURRENT ASSETS</b>	<b>15,626.50</b>	<b>15,626.50</b>
<b>FIXED ASSETS</b>			
11610	Furniture & Equipment	47,958.96	47,958.96
11611	Accuml Dep Furniture & Equip	(34,926.17)	(34,926.17)
	<b>TOTAL FIXED ASSETS</b>	<b>12,932.79</b>	<b>12,932.79</b>
11995	Payroll Clearing	557.37	557.37
	<b>TOTAL ASSETS</b>	<b>1,109,018.60</b>	<b>1,168,503.52</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
11110	Accounts Payable	5,314.02	5,314.02

Canyon Club Condominiums  
Funds Balance Sheet  
JUNE 30, 2011

	OPERATING	RESERVES	TOTAL
21115	Accrued Property Taxes	750.00	750.00
21120	Pre-Paid Assessments	17,458.43	17,458.43
21125	Prepaid AT&T Lease	12,000.00	12,000.00
21130	Salaries Payable	870.00	870.00
21135	Payroll Taxes Payable	3,886.83	3,886.83
21140	Income Tax Payable	843.00	843.00
	TOTAL CURRENT LIABILITIES	41,122.34	41,122.34
INSURANCE PROCEEDS			
21155	Unexpended Insurance Proceeds	(5,000.00)	(5,000.00)
	NET INSURANCE PROCEEDS	(5,000.00)	(5,000.00)
	TOTAL LIABILITIES	36,122.34	36,122.34
FUND BALANCES			
31100	Retained Earnings	117,491.89	819,706.94
31105	Transfers Between Funds	(47,640.07)	47,640.07
31110	Adj For (Gain)/Loss on Sale#44	17,769.71	17,769.71
31115	Prior Year Audit Adjs	(11,576.86)	588.80
	Current Earnings	65,107.68	123,313.08
	TOTAL EQUITY	133,382.64	1,009,018.60
	TOTAL LIABILITIES & EQUITY	159,504.98	1,168,523.58

## BUDGET COMPARISON

## OPERATING FUND

JUNE 30, 2011

CURRENT PERIOD			YEAR TO DATE				ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
REVENUE								
ASSESSMENT REVENUE								
37,555	37,552	3	41100	Assessments	335,403	335,368	35	443,024
17,110	17,110	0	41101	Reserve Revenue Frm Budget	(63,993)	63,994	1	(23,024)
30,445	30,442	3		TOTAL OPERATING ASSESSMENT REV	271,410	271,374	36	363,700
OTHER OPERATING REVENUE								
20,700	0	20,700	41105	AT&T Wireless - Income	20,700	0	20,700	20,700
222	156	66	41130	Late Charges-LF ADMIN/REIMB	1,343	1,502	(159)	2,000
41	83	(42)	41200	Late Interest	337	751	(414)	1,000
0	8	(8)	41220	Fines & Violations	75	75	(0)	100
10	0	10	41250	Key Fees	110	0	110	0
95	16	79	41280	Collection/NSF Fees	716	152	564	200
0	250	(250)	41300	Laundry Income	823	2,250	(1,427)	3,000
0	0	0	41319	Insurance Proceeds	1,568	0	1,568	0
0	0	0	41330	Repairs/Maint Reimb	28	0	28	0
50	33	17	41335	Income - Clubhouse	600	751	(151)	1,000
21,118	606	20,512		TOTAL OTHER OPERATING REVENUE	26,401	5,482	20,919	23,000
51,563	31,048	20,515		TOTAL OPERATING REVENUE	297,811	276,856	20,955	390,700
EXPENSES								
BUILDING								
295	750	(455)	51025	Building Maintenance	5,506	6,750	(1,244)	9,000
250	458	208	51200	Roof	750	4,125	(3,375)	5,500
0	83	(83)	51240	Gutters	0	751	751	1,000
0	41	(41)	51340	Sewer	121	377	256	500
0	83	(83)	51440	Cleaning	0	751	751	1,000
123	125	(2)	51450	Pest Control	800	1,125	(325)	1,500
43	41	2	51470	Tools/Equipment	(38)	377	415	500
716	1,581	(865)		TOTAL BUILDING	7,139	14,257	(7,118)	19,000
EQUIPMENT SYSTEMS								
0	0	0	61050	Fire Extinguisher Inspect	0	100	100	100
0	0	0		TOTAL EQUIPMENT SYSTEMS	0	100	100	100
RECREATION FACILITIES								
453	200	253	61550	Pool- Hot Tub Supplies	1,016	400	616	1,000
0	100	(100)	61500	Pool	210	300	90	2,000



BUDGET COMPARISON

OPERATING FUND

JUNE 30, 2011

CURRENT PERIOD				YEAR TO DATE				
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET	
47	41	6	61533	Recreation Equipment	61	377	336	500
512	511	129		TOTAL RECREATION FACILITIES	1,337	1,577	270	3,500
GROUNDS								
1,694	2,000	306	71020	Landscape-Contr	3,937	10,000	1,963	15,000
91	0	91	71030	Landscape-Trees/Shrubs/Plants	91	0	91	0
607	525	18	71040	Landscape-Other	2,419	3,125	706	5,000
613	156	457	71056	Concrete & Asphalt	737	1,502	765	2,000
0	0	0	71060	Fence	116	300	184	300
63	100	37	71100	Sprinklers	850	200	650	500
0	0	0	71120	Snow Removal	2,247	2,500	253	2,500
0	50	50	71205	Security	1301	450	751	600
45	66	21	71210	Vehicle	1,347	502	745	800
43	33	10	71211	Vehicle - Gas/Mileage	652	751	99	1,000
0	0	0	71212	Equipment - Gas*****USE 71211	30	0	30	0
0	41	41	71215	Equipment-Repair	453	377	76	500
0	41	41	71216	Equipment Rental	134	377	243	500
0	41	41	71220	Grounds Equipment	71	377	306	500
3,171	3,213	42		TOTAL GROUNDS	17,334	20,561	2,727	30,200
UTILITIES								
2,320	2,512	192	81020	Gas/Electric	21,676	28,675	7,000	38,000
2,300	2,916	116	81040	Water/Sewer	13,989	26,252	7,263	35,000
0	0	0	81030	Storm Drains	0	0	0	11,000
0	1,000	1,000	81100	Trash Removal & Recycle	8,336	9,000	664	10,000
5,120	6,428	1,308		TOTAL UTILITIES	49,001	63,927	14,927	96,000
RENTAL EXPENSE								
0	0	0		TOTAL RENTAL EXPENSE	0	0	0	0
DEPRECIATION								
0	0	0		TOTAL DEPRECIATION	0	0	0	0
ADMINISTRATIVE EXPENSES								
775	775	0	91000	Management - Accounting	6,975	6,975	0	9,300
71	183	112	91021	Office Supplies/Printing-Acctg	1,790	1,351	439	2,200
5	166	161	91022	Other Admin - Accounting	930	1,500	570	2,000
13	416	403	91040	Legal	1,450	3,752	2,302	5,000
0	0	0	91030	Audit/Review & Tax Prep	1,300	1,300	0	1,300
0	772	772	91100	Insurance	27,230	32,584	5,354	35,000
0	500	500	91102	Ins-Deeductible Claims	0	4,500	4,500	5,000

BUDGET COMPARISON

OPERATING FUND

JUNE 30 2011

CURRENT PERIOD			YEAR TO DATE				ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
9,331	10,541	710	91200	Salaries	84,274	94,377	10,603	126,500
339	1,166	137	91205	Payroll Taxes	7,574	10,502	2,928	14,000
537	500	37	91265	Payroll Insurance Workers Comp	2,515	4,500	1,985	6,000
134	158	24	91270	Payroll Processing	1,341	1,425	85	1,900
203	125	78	91345	Uniforms	1,955	1,125	840	1,500
90	83	7	91350	Contract Labor	1,050	751	299	1,000
240	200	40	91355	Contract Labor - Pool	240	600	360	1,200
455	415	40	91400	Telephone/Pagers/Answer Svc	3,950	3,752	198	5,000
0	41	41	91407	Computer	0	377	377	500
923	250	673	91410	Copiers	2,336	2,250	86	3,000
94	0	94	91415	Office Equipment Maint	94	0	94	0
145	125	20	91420	Office Supplies & Exp	1,031	1,125	94	1,500
0	50	50	91440	Dues/Ed/Subscrip	234	450	216	600
34	0	34	91450	Holiday/Events	764	1,400	636	1,400
0	0	0	91480	Recrdng/Filing/Lic/Permit Fees	255	400	145	400
0	0	0	91560	Income Taxes	4,386	4,000	386	4,000
0	0	0	91580	Income Taxes-State	2,442	2,000	442	2,000
0	0	0	91615	Penalties & Interest	33	0	33	0
0	0	0	91620	Bad Debt	2,278	5,000	2,722	10,000
0	0	0	91660	Miscellaneous Expenses	13	0	13	0
0	0	0	91900	Other Admin ** USE ** 91023	267	0	267	0
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14,397	16,457	2,070		TOTAL ADMIN EXPENSES	157,423	137,399	20,026	241,800
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23,917	23,330	4,413		TOTAL EXPENSES	232,704	287,822	55,118	390,600
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27,645	2,718	24,923		NET PROFIT / (LOSS)	65,108	(10,955)	76,074	100
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**DRAFT Long Term Reserve Plan for the Fiscal Year 2010-2011  
Funds Available October 1, 2010 as of 7/19/2011**

<u>Item</u>	<u>Replace\$</u>	<u># Years Useful Life</u>	<u>#Years Expended</u>	<u>Total \$ Accumulated</u>	<u>Current Year Expenses</u>	<u>Total Current Accumulated Balance</u>	<u>Required Annual Reserve</u>
<u>Buildings</u>							
Roofs - All	\$900,000	25	20	\$572,289	\$0	\$572,289	\$36,000
Painting	\$175,000	10	7	\$123,434	\$0	\$123,434	\$17,500
Siding/Prepntg repairs	\$50,000	10	7	\$30,136	\$0	\$30,136	\$7,054
Stairways	\$150,000	40	2	(\$62,406)	\$0	(\$62,406)	\$3,750
Gutters	\$20,000	20		\$3,000	\$0	\$3,000	\$1,000
HVAC	\$30,000	15	5	\$5,244	\$0	\$5,244	\$2,000
Electrical	\$15,000	35		\$8,120	\$0	\$8,120	\$430
Carports	\$100,000	40		\$2,500	\$0	\$2,500	\$2,500
<u>Grounds</u>							
Fences	\$100,000	30	18	\$56,830	\$0	\$56,830	\$3,333
Asphalt	\$60,000	10		\$18,638	\$0	\$18,638	\$6,000
Landscaping	\$35,000	15		(\$10,996)	\$0	(\$10,996)	\$2,333
Concrete	\$45,000	5		\$16,711	\$0	\$16,711	\$9,000
Sprinkler System	\$12,500	35		\$6,171	\$0	\$6,171	\$350
Sewer System	\$30,000	20		\$8,299	\$0	\$8,299	\$1,500
<u>Pool</u>							
Pool/Hot Tub	\$50,000	20	3	\$4,641	\$0	\$4,641	\$2,500
Heaters/Pumps	\$10,000	8		\$3,680	\$0	\$3,680	\$1,250
Furniture	\$2,500	10	7	\$718	\$0	\$718	\$250
<u>Laundry/Mailroom</u>							
	\$12,000	10	1	\$2,400	\$0	\$2,400	\$1,200
	\$66,000	25	5	\$15,948	\$0	\$15,948	\$2,640
<u>Large Equipment</u>							
Maintenance	\$40,000	15		\$4,040	\$0	\$4,040	\$2,700
Office	\$1,500	4		\$1,984	\$0	\$1,984	\$375
<u>Contingency</u>							
	\$50,000	10		\$7,313		\$7,313	\$5,000
<b>Totals</b>	<b>\$1,954,500</b>			<b>\$892,096</b>	<b>\$0</b>	<b>\$892,096</b>	<b>\$108,665</b>
<b>Interest Income</b>							<b>(\$20,000)</b>
<b>Amount To Be Saved 2009-2010 Budget Year</b>							<b>\$88,665</b>
<b>Actual Savings for 2009-2010 in Budget</b>							<b>\$84,525</b>
<b>Total in Reserve Account as of 10/1/10:</b>	<b>\$892,096</b>						

## **Architectural and Landscape Committee Report July 2011**

There has been little activity in the complex with only three requests submitted since May. These were all satellite dish requests which were approved for Units 39, 59 and 133. As per the guidelines, any alterations planned for the exterior of the unit does require a request be submitted prior to any work for review and approval. Please contact the office if you have any questions or to obtain a request form; or check the website, [canyonclubcondos.org](http://canyonclubcondos.org).

We have a bimonthly walkabout to look for safety issues and landscaping issues. These are usually scheduled for the third Saturday with the next one coming up in September. If you would like to be part of the walkabout, we typically meet at the mail room at 9:00 a.m. A notice will be posted to confirm the date and time.

We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

Submitted by Corrine Hatlen

# Maintenance Report – July 2011

Written by Adam Blake – Maintenance Superintendent

The erratic weather since May has really kept us on our toes. Projects that have been started we haven't been able to finish, and other projects have "presented" themselves. We have been concentrating efforts on trying to improve the general condition of the grounds. Seeding of thinning and missing turf areas, numerous irrigation repairs and adjustments, tree pruning, and flower/plant care have been taking much of our time. We have also been working on a few specialty projects such as a small retaining wall at the point to terrace the large rocked area in the center. Doing this will help with the issues we've had of rock sliding downhill exposing the landscape fabric underneath near the edge of the walk. We are working on bare-fabric areas in other locations of the property as well, although they should not require a retaining wall. We have also had to do some re-wiring and updating of electrical in certain areas to replace aging or failed components. To help with the excessive rain we have experienced we have done work with some of the numerous sump-pump areas to improve their effectiveness in removing excess water on the property.

In the coming weeks I am hoping we will be finishing up with the seeding and pruning that remains, as well as planting replacement shrubs in areas where they have died or been removed in the past. I am also reviewing estimates and information we have requested for repairs/maintenance to the asphalt and some of the catwalks (2<sup>nd</sup> story sidewalks) which are in need of repair. Right now the annual roof tune-up and maintenance is tentatively scheduled for mid-August, with a solid date to come in the next few weeks. I will also be working on helping to plan the budget needs for the coming year, so if you have any comments or concerns about upcoming maintenance needs please feel free to contact me. I also wanted to thank the family of Ken Vancil for their donation of a TV, DVD player, VCR, stereo, and cabinet house all of these components. They will be used in various areas of the amenities for the benefit of the entire community. This has been a welcome addition to the many donations since the beginning of the year to improve the clubhouse.

We continue to have issues with folks not cleaning up after their pets, or themselves for that matter. Every day we are cleaning up an abundance of pet waste and general litter. Please be respectful to your neighbors and your community and keep things picked up. We would also like to ask those that do use the pet stations appropriately to please tie the bags shut once used. Doing so makes picking them out of the bins much easier and cleaner. I have also seen a lot of satellite installers come in for un-approved satellite additions. I have been able to catch many of them to get the proper paperwork and approvals completed, but these should have been *PREAPPROVED* before the installer was ever on property. Please remember to check the Arch Guidelines and submit requests *PRIOR* to doing any work...even for a satellite dish.

If you ever have questions, concerns, or general comments please contact me at the Maintenance Office. The phone number is 303-757-3426 or send an email to [adammaintenance@ymail.com](mailto:adammaintenance@ymail.com). Contact can also be made through the Main Office by calling 303-757-8527 or emailing [canyonclubcondos@yahoo.com](mailto:canyonclubcondos@yahoo.com).

Thank you,  
Adam