

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
JANUARY 26, 2016

1. Call to Order/determination of Quorum

Meeting was called to order at 2:05 pm

Board Members Present: Jerome Geissler, Alan Weiss, John Flaherty, Russell Tanner and Joe Jackowski

Board Members Absent: None

Also present: Deb Krishnadasan, Canterwood Resident
Chris Sadoian, Grounds Committee
Lindsay Sink, Playground Committee
Meleanie Guerrero, Site Manager

2. Approval of the Minutes of the Board of Directors Meeting held December 15 2015. *On a Motion made, seconded and unanimously passed the above Minutes were approved as presented.*

3. Open Forum:

- A. John & Robin Fry rescheduled for February Board meeting
- B. **PSD Levy:** Deb Krishnadasan presented information regarding the upcoming PSD Levy and the need for community awareness. The Board stated they need to remain neutral regarding this issue. They will allow informational flyers to be placed in the flyer boxes and according to the Washington State RCW's, residents can place political signage on their own property.
- C. **Playground Committee:** Lindsay Sink and the Committee discussed the current play structure and presented 4 different play structures for review to the Board. The Committee's preferred alternatives could have costs approaching \$100,000. The Board informed the Committee that only partial funds may be available within the 2016 budget and discussed with the committee various options on how to pay for the new equipment. The Finance Committee will review the costs and potential availability of funds within the budget. The Playground Committee will then strategize the project.

4. Site Managers Report

The Site Managers Report was presented and discussed, with the following actions noted:

- A3) Repainting of crosswalks: Site Manager will research if Golf Course pays for cart path/crosswalk repainting.
- A4) Repair of RV lot gate: *On a Motion made, seconded and unanimously passed, the Board approved the repair and estimate of RV lot gate as presented.*
- A5) Mailbox Kiosks: The ACC asked that kiosks be corrected according to number of boxes in stands vs empty slots. The Boards consensus was that kiosks be corrected when replacement is necessary and perhaps just placing mailboxes in stands to fill empty spots in the meantime.
- C1) Site Manager asked for approval to update the Gate Clicker regulations to state that HOA office can view residents vehicle registrations instead of making a photocopy. Board approved.
- C3) Going Paperless: The Board would like Site Manager to inquire about Bell-Anderson's back up process before approving this. Table until next meeting.

5. Actions Taken by the Board via Electronic Means since Last Board Meeting

On a Motion made, seconded and unanimously passed, the Board approved the transfer of overage income in the amount of \$73,326.23 from the Operating account to the Reserve account.

6. President's Report

Jerome Geissler stated that Peninsula Light has begun installing new LED street lights. He is also working on a list to identify properties that need tree trimming for street lighting or line of site

improvement and whether it is residents or HOA responsibility to trim. A letter will be sent to those residents giving the opportunity to do own trimming by a specific date. If not done by requested date, HOA will trim.

7. Committee Reports/minutes

- A) Architectural
 - Ai) The Board reviewed the ACC Minutes from 12/16/15 and 1/6/16
 - Aii) Div 4, Lot 17 Appeal of 12/16/15 Denial of Tree Removal application: The Board reviewed and discussed the information regarding this Appeal. *A Motion was made and seconded to deny the appeal and discussion followed. After further discussion a vote was taken: 4 votes in favor / 1 vote against (John Flaherty), Motion to Deny carries.*
- B) Finance - No report
- C) Grounds - Report on The Reserve landscape: Chris Sadoian presented Brickman's proposal for adding irrigation and planting new plants in The Reserve. Chris stated that this will come out of the Grounds Committee budget. *On a Motion made, seconded and unanimously passed, the Board approved the proposal for The Reserve.*
- D) Security
 - Di) The Board reviewed the Gate Tally information. Jerome Geissler stated that he will continue to discuss the HOA and Club agreement and the maintenance facility usage.
- E) Riding Club - Joe Jackowski and Alan Weiss reviewed the Canterwood Riding Club documents and found that they appear to be complying with the conditions of the lease. The Board suggested that more information go out to Canterwood residents about the Riding club.

8. Treasurer's Report

- A) **Financial Statements:** The December 2015 Financial Statements were reviewed and discussed. *On a Motion made and seconded, the December 2015 Financial Statements were approved unanimously.*

9. Unfinished Business

- A) **Strategic Planning & Annexation Exploratory Committee:** The Board reviewed and discussed the drafts for these two Committees. The following two Motions were made:
 - i. A motion was made and seconded to approve both committee descriptions as written and presented. The motion failed.
 - ii. *On motion made and seconded, the Board unanimously approved the Annexation Exploratory Committee description as presented. The Board will solicit expressions of interest and qualifications to serve on the Committee.*
 - iii. The Board determined not to approve a Strategic Planning Committee. The Board will solicit expressions of interest and qualifications to serve on one or more committees in the following subject matter areas:
 - Physical plant/structure
 - Roads and storm drainage
 - Open space and grounds
 - Emergency preparedness/planning
 - Technology development/improvement
- B) **Management of Webpage:** A short discussion was had regarding the webpage and it was determined that this area would be included with the Technology development improvement committee.
- C) **Management of Emails:** John Flaherty will manage the emails going out to the residents. He will email drafts to the Board for approval before they go out.
- D) **Management of Flyer Boxes:** The Board discussed and approved the following: Any outside flyer request will be referred to the Board for approval and any Club flyer request will be approved by Site Manager.
- E) **Insurance Update:** Site Manager will contact Insurance Broker regarding the request to increase the umbrella coverage we currently have in place.

- F) **Review of Bell-Anderson charges for resident account status:** Russell Tanner and Joe Jackowski will schedule a meeting with Vickie Gaskill to discuss. Table this item for the February meeting.
- G) **Email to residents** - All emails to residents must be approved by the entire Board.

10. New Business

- A) **Div 12 Drainage work:** Russell Tanner reviewed the drainage/water issue in Div 12. Rush Construction is requesting HOA approval to divert the water at no cost to the Canterwood HOA. *On a Motion made, seconded and unanimously passed, the Board approved the drainage work in Div 12.*
- B) **December 1, 2015 Draft of Annual Meeting Minutes:** Joe Jackowski asked the Board members to review the draft minutes.
- C) **Resident Requesting additional Gate clicker:** The Board reviewed and discussed the request for an additional Gate clicker. The following Motion was made: *On a Motion made, seconded and unanimously passed, the Board has denied the request and stated they preferred to have all visitors come through Security at the Main gate.* Site Manager will send letter to resident stating Boards decision.
- D) **Review and Approve Brickman 2016 increase:** The Board reviewed and discussed the 2016 cost increase. The Board suggests that it would be a good idea to look at other companies for competitive pricing.
- E) **Key Club PHS Food Drive:** The Board suggested that they contact the Canterwood Lifestyle magazine.
- F) **Suggestion of evening Board meetings:** The Board discussed evening meetings. No decision was made.
- G) **Proposal to expand Board:** The Board discussed this item, with Russell Tanner commenting that it would be less complicated when he goes off the Board, which may be at the end of this year. The Board stated that this discussion will continue at a future Board meeting.
- H) **Nominating Committee:** *On a Motion made, seconded and unanimously passed, the Board approved the 2016 Nominating committee consisting of Jerome Geissler, Dennis Loewe and Don Kennedy.*

11. EXECUTIVE SESSION - *On motion seconded and unanimously passed, the Board convened in closed Executive Session to consider the following:*

- A) **Marie Sipple - ACC Membership Discussion**
- B) **Delinquent Accounts**
- C) **Sipple Small Claims Action**
- D) **Removal of Tyson Dog Run**

12. Adjournment

Meeting was adjourned at 6:10pm
Next meeting is scheduled for Tuesday, February 23, 2016