

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
MARCH 22, 2016

1. Call to Order/determination of Quorum

Meeting was called to order at 2:03 pm

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

Board Members Absent: John Flaherty

Also present: Meleanie Guerrero, Site Manager

2. Approval of the Minutes of the Board of Directors Meeting held February 23, 2016. *On a Motion made, seconded and unanimously passed the above Minutes were approved as presented.*

3. Open Forum:

- A) Mitchell Smee - Propel Insurance: Mitchell reviewed the benefits and costs of increasing the Liability insurance. He highly recommends increasing the Umbrella limit. The Board requested that this item be placed on the April Agenda for discussion. ***ACTION: Site Manager will place on April Agenda.***
- B) Thelma Channon - Contractors Hours: Thelma reviewed the handout that Security passes out to Contractors at the gate and questioned how and why this policy was changed. The Board discussed and answered questions from residents present. The Board thanked those residents who attended and stated that they will further discuss this issue.
- C) John & Robin Fry - Appeal Barking Dog & Questions re: new build behind their home: Robin presented copies of plans and photos of the home being build behind her. She has concerns about water runoff, the buffer and the height of the home. Russell Tanner stated that there are occasions when the buffer is removed, but does need to be replaced, the final landscape plan should address this. The Board stated that the HOA/ACC doesn't manage the height of homes, the county does. The Site Manager will review the plans to confirm the 3rd story is not living space.
In regards to their dog barking, Robin stated that they are being more mindful to bring him indoors when he starts to bark. Site Manager stated that there have not been as many reports of their dog barking.

4. Site Managers Report

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

- A1) All gate and monument brick work and HOA deck has been cleaned. ***ACTION: Site Manager will check on work done.***
- A3) Site Manager asked Board about the RV Lot Agreements and Rules & Regulations. Not all residents are complying with the policy. HOA office will be doing an RV Lot audit and will report back to Board with findings. ***ACTION: Site Manager to conduct audit of all items stored in RV Lot and report back to the Board at the next meeting. .***
- B2) The Board reviewed the Draft of letter for 5th violation of Garbage can non-compliance. The Board requested that the 4th letter state that if a 5th letter goes out regarding non-compliance, then a fine will be assessed. ***ACTION: Site Manager will make changes to 4th and 5th letter as requested.***
- B3) The Board stated since it was an oversight on Bell-Anderson's part, that they should be responsible for expense of sending out the Updated Collection Policy. ***ACTION: Site Manager will contact Bell-Anderson regarding the mailing of policy to all Canterwood residents.***
- C4) The Board approved Mike Skiff, Canterwood Lifestyles Magazine request to have an email blast from the HOA email regarding upcoming events the magazine is sponsoring as long as it doesn't complete with anyone else and no spam mail involved. ***ACTION: Site Manager will***

inform Mike Skiff of Boards approval.

- C5) A Motion was made, seconded and unanimously passed to approve the resident request to have an Estate Sale at their home. **ACTION: Site Manager will inform resident of Board approval.**

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

- 5A) Approval of new ACC member Terry Schinkel: The Board approved the new ACC member.
5B) Approval of Brickman Turf Management: The Board approved the treatment.
5C) The Board approved concept of variance with further clarification. Site Manager will draft a letter to resident and have Board review before sending out.
The Board moved to approve 5A and 5B and will review 5C.

6. President's Report

Jerome Geissler stated that he has contacted Brent Cohen, Club Manager regarding their monthly statement. Jerome will speak with Keith Galpin to get clarification of how monthly Security billing amount was calculated. Brent stated that some of the broken down trucks have been cleared from the maintenance area. Still need to get together with John Hicks to go over the usage of maintenance space.

7. Committee Reports/minutes

- A) Architectural
Ai) Tree Removal Appeal - Div 12, Lot 29: The Board reviewed and discussed this appeal. *The following Motion was made, seconded and unanimously passed to uphold the ACC decision and deny the appeal. ACTION: Site Manager will send resident letter stating Boards decision.*
Aii) The Board reviewed the ACC Minutes from 1/20/16, 2/3/16 and 2/17/16.
B) Finance - No report
C) Grounds - No report
D) Security
Di) The Board reviewed the Gate Tally information. It was recommended that Tally's continue to be given to Canterwood Club manager for review.
E) Riding Club
Ei) The Board reviewed the Update letter from the Canterwood Riding Club. The main question the Board wants answered, is the Canterwood Riding Club allowing Canterwood residents to join?

8. Treasurer's Report

- A) **Financial Statements:** The February 2016 Financial Statements were reviewed and discussed. *A Motion was made and seconded to approve the February 2016 Financial Statements, subject to review by the Finance Committee.*

9. Unfinished Business

- A) **Bell Anderson charges for resident account status:** The Board has requested confirmation that the new charging program is being used. **ACTION: Site Manager will confirm with Bell-Anderson that the this program is in place.**
B) **Insurance Update / New Quotes:** Quotes and updated information will be reviewed at the April Board meeting. **ACTION: Site Manager will place this item on the April agenda.**
C) **YE 2015 Brickman adjustment:** This adjustment will need to be made through the Year End audit. Finance Committee to be notified of adjustment.
D) **Playground Committee proposals:** The Board reviewed and discussed the most recent proposal for the new playground equipment. The Board is in support of using \$35,000 from the Reserve fund and doing the balance in stages. The Board approved the Committee to use the flyer boxes and email blasts to promote any type of fund raising and/or soliciting to the residents. Russell Tanner agreed to draft a letter to the Committee chair, Lindsay Sink and invite her to the next Board meeting to formalize a plan.

- E) **New Committee Proposals:** The Board suggested that they wait until Board member, John Flaherty, return from California to schedule a special meeting date to review and discuss the New Committees. ***ACTION: Site Manager will contact all Board members to schedule special meeting date of April 5th, 2016 at 3pm.***

10. **New Business**

- A) **Open Space Deeding of Div 11, Phase 4:** Russell Tanner stated that he needs have a few more items taken care of before deeding of Open Space can occur.
- B) **Contractors Hours:** The Board thoroughly discussed the contractors hours being changed back to the original time frame. *The following Motion was made, seconded and unanimously passed to go back to the original weekdays Monday - Friday, 7am - 7pm, and leave weekend and holiday schedule as is.* ***ACTION: Site Manager will draft an email blast and send to Board for approval, to send out to all residents informing of update. Also inform Security of change, and update all areas/handouts that have that have the Residential Guidelines.***
- C) **NPA Open Garden Tour approval:** The Board approved the NPA Open Garden tour to come view the one home in Canterwood on the tour. Each person coming to tour must show Security their booklet in order to gain entrance. ***ACTION: Site Manager will send NPA Gardens a letter stating Boards approval.***

11. **Adjournment**

Meeting was adjourned at 5:20PM

Next meeting is scheduled for Tuesday, April 26, 2016