

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

**1. Call to Order/determination of Quorum**

Meeting was called to order at 2:04 pm

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

Board Members Absent: None

Also present: Meleanie Guerrero, Site Manager

**2.** Approval of the Minutes of the Board of Directors Meeting held March 22, 2016. *On a Motion made, seconded and unanimously passed the above Minutes were approved as presented.*

**3.** Open Forum:

A) Barry & Shirley D'Ambrosio - ACC Fine Appeal: Mr. & Mrs. D'Ambrosio presented their appeal to the Board and requested a reduced or waive the fines. The Board stated that they would like to discuss this matter with the ACC and will get back to the resident with their decision after their May Board meeting.

**4. Site Managers Report**

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

A2) Site Manager reported that it has been difficult to schedule SGA to do any gate repairs due to the fact they are short a few employees. Have been using another gate company to do repairs that need to be done immediately. ***ACTION: Jerome Geissler will contact SGA to discuss response time and Joe Jackowski will review and compare contract submitted by Gate Service & Technology.***

A3) Site Manager reported that the RV Lot audit was completed. There are quite a few residents that have items currently in spaces that are not listed on original agreement. The Board suggests that a letter be drafted to residents stating what was originally to be stored, what items are there now and that the HOA expects residents to comply with original signed agreement and RV Rules & Regulations. ***ACTION: Site Manager will draft letter to residents regarding the RV lot storage.***

B3) Site Manager stated that we have residents that are repeatedly parking overnight on the streets. The Board suggested that an email go out stating the Rules & Regulations and potential fines for overnight parking. ***ACTION: Site Manager will prepare an email with overnight parking information.***

4C2) The Board request that Site Manager obtain quote for half of the CapSure Passes and supplies. ***ACTION: Site Manager will contact CapSure for new quote.***

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

5A) Approval of Variance Request - document signed and accepted.

5B) Approval of Playground Committee fundraising flyer. The Board also approved the Committee having a lemonade stand on May 14-15, 2016 and the opening of a separate bank account for this committee.

**6. President's Report**

Jerome Geissler stated that he has been in contact with the Canterwood Riding Club regarding membership at the stables. The Board discussed this matter and will have Jerome Geissler contact the CRC and request a formal answer about member acceptance.

## 7. Committee Reports/minutes

- A) Architectural
  - Ai) The Board discussed the subject of more members on the ACC Committee. **ACTION: Joe Jackowski will contact attorney to discuss.**
  - Aii) The ACC is requesting funds to create an accolade note card. The Board approved this request.
  - Aiii) The ACC requests approval to clean up Div 2, Lot 88 and bill the residents account. The Board has requested that a letter be sent to resident stating that if property not cleaned up in 10 days the HOA has the right to go in and clean property and charge their HOA account. **ACTION: Site Manager will prepare a letter to go out to resident.**
  - Aiv) The Board reviewed the March and April 2016 ACC Minutes.
- B) Finance - No report
- C) Grounds - No report
- D) Security
  - Di) The Board discussed the policy of the ACC banning non-residents/vendors from Canterwood. The Security Committee provided a memo about this policy and clarification needs to be made and protocols set. The Board has approved for banned contractor to return to Canterwood as long as they follow the contractors hours that are in place, until a decision is made on this subject. This item will be placed on the next Board agenda to be discussed with the ACC.
- E) Riding Club - No report

## 8. Treasurer's Report

- A) **Financial Statements:** The March 2016 Financial Statements were reviewed and discussed. The Grounds Committee budget for 2016 is \$18,000, of which \$14,000 was used to upgrade The Reserve area. The Committee is requesting that if more budget dollars are needed for other areas in Canterwood can the Board be open to their request. Bottom line, finances are in good shape.

## 9. Unfinished Business

- A) **Bell Anderson charges for resident account status:** Bell-Anderson has begun the new program for charging resident account status fees.
- B) **Insurance Update / New Quotes:** The Board reviewed liability insurance information and made the following Motion: *A Motion was made, seconded and unanimously passed to increase the umbrella coverage to \$7 million at an annual rate of \$7008/year..* **ACTION: Site Manager will contact Mitchell Smee, Propel Insurance to notify of this change.**
- C) **Discuss letter to resident who owns 2 lots, paying 1 HOA dues:** The Board approved letter to go out and will wait for response from resident.
- D) **Discussion and Finalization of New Committees:** The Board discussed the organization of these committees. It is suggested that an email go out to all volunteers stating that an all committee meeting is scheduled for May 4th at 3pm. **ACTION: Site Manager will notify all volunteers via email about this upcoming meeting.**

## 10. Adjournment

Meeting was adjourned at 5:18PM  
Next meeting is scheduled for Tuesday, April 26, 2016