

**CANTERWOOD HOMEOWNERS ASSOCIATION**  
**APPROVED Minutes of the Board of Directors Meeting**  
**JUNE 28, 2016**

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

Meeting was called to order at 2:00 pm

Board Members Present: Jerome Geissler, Russell Tanner, John Flaherty and Sue Barrett

Board Members Absent: Joe Jackowski

Also present: Chris Coates, Canterwood Resident  
Barry & Shirley D'Ambrosio, Canterwood Resident  
Rick Meeder, Warren Falls & Richard Varjian - Technology Committee  
Chris Sadoian, Grounds Committee  
Meleanie Guerrero, Site Manager

**2.** Approval of the Minutes of the Board of Directors Meeting held May 24, 2016. *On a Motion made, seconded and unanimously passed the above Minutes were approved as presented.*

**3. Open Forum:**

A) Chris Coates - ACC Fine Appeal: Chris Coates stated that he did not receive the first couple of letters from the ACC. He recommended that the HOA call residents when this type of situation arises or send a certified letter. Mr. Coates stated he is requesting to have the remaining fine reversed since he has completed the cleanup of his property. The Board stated that they would discuss and respond. The Board discussed and the following Motion was made: On a Motion made, seconded and unanimously passed, the Board denied the request to reverse the fine. The fine will remain as imposed. ***ACTION: Site Manager will send resident letter stating Boards decision.***

B) Barry & Shirley D'Ambrosio - ACC Fine Appeal: Mr. & Mrs. D'Ambrosio presented their case regarding limbing of trees in Canterwood. They feel this policy needs to be defined. The Board stated that they would discuss and respond. The Board discussed and the following Motion was made: On a Motion made, seconded and unanimously passed, the Board denied the request to reverse the fine, but have voted to cut the fine in 1/2 to \$350. ***ACTION: Jerome Geissler will contact the D'Ambrosio's after Board meeting to let them know decision. Site Manager will send resident letter stating Boards decision.*** The Board would like to discuss this issue with the ACC to outline/define the purpose and policy of limbing, trimming, etc.

**4. Site Managers Report**

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

C2) HOA office was contacted by the Club regarding ordering new vehicle stickers. The shape has changed, but color will remain green. The Board approved the new shape sticker. ***ACTION: Site Manager inform Canterwood Club that new sticker is approved as submitted.***

C3) The Washington State Department of Agriculture contacted the HOA office regarding the placement of Gypsy Moth traps in the Canterwood community. The Board stated that we will comply with their request provided that the traps are placed in an inconspicuous spot, and preferably in the common areas. ***ACTION: Site Manager will contact WSDA and let them know Boards decision.***

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

5A) Sue Barrett was voted in as the New Board member on June 13, 2016.

Items to do: Email welcoming new Board member, Update website and signature cards at bank.

6. **President's Report - No Report**

7. **Committee Reports/minutes**

- A) **Technology Committee Presentation:**  
The Committee made a Power Point presentation regarding the structure of communication between the Board/HOA and residents. The Board gave the approval to move ahead with creating a new website for the Canterwood HOA.
- B) **Architectural -** The Board reviewed the May and June ACC minutes.
- C) **Finance -** No report
- D) **Grounds - Chris Sadoian:**
- It was reported that Chris and the Open Space Committee had done a drive around the community. The committee discussed more walking trails and cleaning up current trails and paths.
  - A resident in the Reserves is requesting to plant in the Common Areas. No resident is to plant in the Common Areas. If resident pays for these plants, Chris and the Board agreed that plants be approved by Grounds Committee, and be purchased and planted by Brightview.
  - Chris and Brightview have reviewed the entry landscape in Div 11, Phase 4, which will eventually be turned over the HOA.
- E) **Security -** No report
- F) **Riding Club -** No report

8. **Treasurer's Report**

- A) **Financial Statements:**
- i. The May 2016 Financial Statements were reviewed and discussed.
  - ii. Delinquent accounts reviewed and no change from last month.

9. **Unfinished Business**

- A) **Twiss ACC Fine Appeal decision:** The Board stated that they will defer their decision regarding the imposed fine on limbing, until 2nd issue is resolved as there may be additional fines forthcoming.
- B) **Board Member Replacement:** See 5A
- C) **Canterwood Political Sign Policy:** The Board reviewed the amended edition. On a Motion made, seconded and unanimously passed, the Board approved the amended version of the Political Sign Policy. ***ACTION: Site Manager will have Political sign information sent out via email and mailbox flyer.***
- D) **Reserve Study Level 3:** The Board stated that the Road & Storm Committee should review and recommend to the Board. The Board also suggested that HOA should contact Dick Day regarding the timeline for 2017 road work.

10. **New Business**

- A) **Review Cannon Companies Proposals:** The Board reviewed the 2 proposals submitted. On a Motion made, seconded and unanimously passed, the Board moved to approve the 2 proposals for clean up of bio-swale at Saddleback pond and area near Foxglove pond.
- B) **Discussion of ACC Committee and Guidelines:**
- C) **Assigning Permit/Easement for Crossing Power Line Road from CDC to HOA:** Russell Tanner reviewed the document with the Board. On a Motion, made, seconded and unanimously passed, the Board accepts the assignment of easement for crossing the power line road. ***ACTION: Site Manager will type up letter from HOA President to Canterwood Development stating acceptance.***
- D) **Canterwood Riding Club Discussion:** The Board stated that the 2017 Lease will include new language to be considered.

- E) **Request for Parking Lot Sale Funds to be Donated to Playground Fund:** The resident in charge of the 2016 Parking Lot Sale has requested that this money go the Playground Committee fund. On a Motion, made, seconded and unanimously passed, the Board approved the Parking Lot Sale funds go to the Playground Committee fund.
- F) **Review of Asphalt Repair and Crack Sealing Proposals:** The Board reviewed the 3 Asphalt/Crack seal proposals presented. On a Motion, made, seconded and unanimously passed, the Board accepted the Cannon Companies proposal. ***ACTION: Site Manager will inform Cannon Companies of proposal acceptance and to schedule work to be done.***
- G) **Recommendations to have ACC Minutes Posted to Canterwood HOA website:** The item will be tabled until the next Board meeting.
- H) **Security Issues at HOA Office:** The Board reviewed Security request submitted by ACC Chairman. The Board and Site Manger discussed the current situation and came to conclusion that at this time a panic button is not needed, but HOA office front door will remain locked during regular business hours.

**10. Adjournment**

Meeting was adjourned at 5:50PM

Next meeting is scheduled for Tuesday, July 26, 2016