

**CANTERWOOD HOMEOWNERS ASSOCIATION**  
**APPROVED Minutes of the Board of Directors Meeting**  
**NOVEMBER 21, 2017**

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

Meeting was called to order at 2:07pm

Board Members Present: Joe Jackowski, Sue Barrett, Ellen Hedglin, and John Flaherty.

Board Members Absent: Russell Tanner

Also present: Phyllis Varjian, EPPC Committee Chair  
Meleanie Guerrero, Site Manager

- 2. A)** Approval of the Minutes of the Board of Directors Meeting held October 24, 2017 with corrections made via email. *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*

**3. Open Forum**

**A) Phyllis Varjian, EPPC presentation:**

- Phyllis stated that the EPPC has identified risks and how to be prepared.
- The community will be their own first responders in the case of a disaster.
- Brent Cohen, CWG&CC has agreed to allow the club to be an emergency point and to allow EPPC to hold events.
- The EPPC would like to have Board approval to have a forum in the Spring, put information up on the HOA website, put out a survey, and hand out brochures at the Annual meeting.
- The Board approved to allow the EPPC to handout brochures and give a short presentation at the Annual meeting.
- The Board also suggested that the EPPC get together with the county and other communities and find out what has worked best for them.
- EPPC to report back to the Board via email.

**4. Site Managers Report**

**A1) Speed bump discussion/restriping:** Site Manager reported that the 2 new speed bumps have been temporarily marked. In process of obtaining quotes to stripe/restripe all speed bumps.

**B1)** The Board suggested that Bell-Anderson accounting check with attorney, if account is flagged, when a closing is taking place find out what is owing.

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

**A)** Email vote approving the 2018 HOA Budget - *A Motion was made, seconded and passed to ratify this proposal.*

**B)** Email vote approving letters be sent to Jeff Mehlert regarding Common area and stable area - *A Motion was made, seconded and passed to ratify this proposal.*

**C)** Email vote approving letter be sent to Marie Sipple - *A Motion was made, seconded and passed to ratify this proposal.*

**D)** Email vote approving the FFTH settlement - *A Motion was made, seconded and passed to ratify this proposal.*

**E)** Email vote approving the purchase of cameras, monitor with wall mount and laptop for HOA office - *A Motion was made, seconded and passed to ratify this proposal.*

## 6. President's Report

- Joe Jackowski reported the following:
  - Working with Allied Universal on 2018 contract. Requested to have the Security Committee take part in this research.
  - Met with Brent Cohen, CWGCC Manager. Brent has agreed to have the Clubhouse be a central post should there be any type of disaster.
  - Have not received Certificate of liability from Club.
  - FFTH settlement has been finalized.
  - Letter to Arroyo's attorney sent from HOA attorney stating the deal is done.
  - All HOA meeting was held. FFTH continues to ask why the CWHOA does not share cost for their roads.

## 7. Committee Reports/minutes

### A) Architectural Control Committee

- ii. The ACC stated at their 11/15/17 meeting that they would not consider the recommendation from the Grounds Committee regarding the reduction in fines for Div 8, Lot 34.

### B) Finance - No report

### C) Grounds

- i. The Committee reported that they had a great response to the survey that was sent out.
- ii. Reminder to have Handyman add gravel along Canterwood Dr between sidewalk and street.

### D) Security - No report

### E) Riding Club - No report

### F) Technology+Communication Committee - No report

### G) Physical Plant - No report

### H) Emergency Preparedness Committee - Phyllis Varjian gave report (see Open Forum 3A)

## 8. Treasurer's Report

### A) i. The October 2017 Financial Statements were reviewed.

- Treasurer John Flaherty stated that the Operating and Reserves are in good shape.
- Getting prepared for Annual Meeting presentation.

### ii. Delinquent accounts: Need to work with attorney on his billing methods.

### iii. Allied Universal account: The Board has asked the Security Committee to create a sub committee to review security costs options and other services. Joe Jackowski will follow up with Don Kennedy regarding this subcommittee.

## 9. Unfinished Business

### A) Rules & Regulations Review - Sue Barrett:

#### i. Estate Sales - The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the Estate Sale Policy as revised with effective date of 11/21/2017.*

#### ii. Halloween Policy - The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the Halloween Policy as submitted.*

#### iii. HOA Tennis Courts - The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the HOA Tennis Courts Policy as revised with effective date of 11/21/2017.*

#### iv. Purpose & Scope - The Board reviewed and discussed this statement. *A Motion was made, seconded and passed unanimously to approve the Purpose & Scope statement as submitted.*

- v. Domestic Animal Policy - The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the Domestic Animal Policy as revised with effective date of 11/21/2017.*
- vi. Public Disturbance Noises - The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the Public Disturbance Noise Policy as revised with effective date of 11/21/2017.*
- vii. Member Disciplinary Policy - The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the Member Disciplinary Policy as revised with effective date of 11/21/2017.*

**B) RV Lot Parking increase discussion: TABLE UNTIL NEXT MEETING**

- Site Manager to research the costs associated with the RV lot. Are we charging enough to cover costs?

**C) Canterwood Mapping - John Flaherty:** John will follow up with the Sleeters to obtain a list of functionalities and to have a visual for the Annual meeting.

**10. New Business**

- A) Review of Annual Meeting Power Point slides:** All slides are due to the Site Manager on or before November 29.
- B) 2018 Nominating Committee:** John Flaherty will be the Board rep, Jerome Geissler, member and Ellen Hedglin will ask resident Bill Scott to join the committee.
- C) 2018 Canterwood Riding Club lease:** The Board stated that the lease will roll over to 2018 as is. Site Manager to check on insurance coverage and property taxes paid for this area.
- D) Canterwood Development Company lots for sale:** Continue to monitor.

**11. Adjournment**

- Meeting was adjourned at 4:25PM
- Next meeting is scheduled for Tuesday, December 19, 2017