

**CANTERWOOD HOMEOWNERS ASSOCIATION**  
**APPROVED Minutes of the Board of Directors Meeting**  
**JANUARY 23, 2018**

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

Meeting was called to order at 2:10pm

Board Members Present: Joe Jackowski, Paul Gift, Ellen Hedglin, Russell Tanner, and John Flaherty  
Board Members Absent: Sue Barrett  
Also present: Ben Sleeter, Satellite Earth / Canterwood Resident  
Meleanie Guerrero, Site Manager

**2.** Approval of the Minutes of the Board of Directors Meeting held December 19, 2017. *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*

**2A.** Approval of the Minutes of the 2017 HOA Annual Meeting held December 5, 2017. *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*

**3. Open Forum - Ben Sleeter, Satellite Earth Mapping:**

Ben demonstrated the features that are currently loaded to the Canterwood map. There are other attributes that can be added to this map. John Flaherty will forward the link of the map to the Board so they can review it. Ben stated that the Board can send their ideas for additional information they would like to see on the map and he will try to incorporate it.

**4. Site Managers Report**

**B1)** The Board would like to review the verbiage of Compliance letters.

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

**A)** Approval of Canterwood Development Co, Lot 1 Covenants. *A Motion was made, seconded and passed to ratify this proposal.*

**B)** Approval of The Peaks variance requests. *A Motion was made, seconded and passed to ratify this proposal.*

**6. President's Report**

- Joe Jackowski reported the following:
  - Working with Russell Tanner/CDC in regards to Lot 2. The fountain in this area will eventually be deeded over to the HOA.
  - Joe, Sue Barrett and Paul Gift meet with the ACC on 1/17/18 to discuss the Chair Rotation request. ACC member Doug Emory will be contacting Bob Stockton regarding this rotation and report back to the committee and the Board. Site Manager stated that the following committees have rotated chairs: Security, Tech-Comm and Finance.
  - Allied Universal contract has been resolved and will require signature once corrected contract is received.

**7. Committee Reports/minutes**

**A)** Architectural Control Committee - No report

**B)** Finance - John Flaherty

- John Flaherty reported that John Watt will be the 2018 Chair of the committee.
- John Flaherty recommended Dan Lott as a new committee member. *On a Motion made, seconded and unanimously passed, Dan Lott is accepted to the Finance Committee.*
- The 2017 audit engagement letter has been signed and returned to the CPA.

**C)** Grounds - No report

**D)** Security - No report

- E) Riding Club - No report
- F) Technology+Communication Committee - No report
- G) Physical Plant - No report
- H) Emergency Preparedness Committee - No report

**8. Treasurer's Report**

- A) i. The December 2017 Financial Statements were reviewed.
  - Treasurer John Flaherty stated cash position is good.
  - Need to keep a close eye on expenses, stay on budget.
- ii. Delinquent accounts were reviewed.
- iii. Treasurer John Flaherty will be investing into 2 more CD's.

**9. Unfinished Business**

- A) **Carl Graf Appeal Proposal:** Paul Gift reported that he and Doug Emory went to the Graf property to measure the trees that were limbed. Doug Emory is to follow up with final info at the next ACC meeting. ***The Common Area fine proposal will be placed under Unfinished Business at the February 27, 2018 Board meeting.***
- B) **RV Lot Parking increase discussion:** A short discussion was had regarding the long term costs of the RV parking area. The costs associated with this area need to be reviewed in order to determine if the cost of spaces should be increased. ***The Board suggested that the Reserve Study be reviewed for this area and roll the discussion over to February Board meeting.***
- C) **Policy on Common Area:** This item will be rolled over to February Board meeting so that Sue Barrett can present and explain this policy.
- D) **Committee Rotation Update:** This item was discussed under President's report.

**10. New Business**

- A) **Canterwood Resident approval request for Estate Sale:** The Board grants approval for resident to have Estate Sale on February 9 and 10, 2018. Site Manager will relay approval to resident.
- B) **Resident drainage/flooding issue adjacent to #6 green:** Resident Jim Heany is having drainage and flooding issues in his backyard. Paul Gift will contact Superintendent John Hicks to discuss a resolution.
- C) **Place PC assessment letter/information on website?:** The Board gave approval to upload the Letter and Report from Pierce County regarding their assessment.
- D) **Vendor/Contractor Policy and Noise R&R conflict:** A short discussion was had regarding this issue. Joe Jackowski and Site Manager will meet to review this matter and report back to the Board.
- E) **Review of 1/17 ACC meeting:** This item was discussed under President's report.
- F) **Tech/Comm Committee needs new members:** Hold until notice from other committees needing volunteers.
- G) **Race for a Soldier - Approval for race and NEW route:** The Board reviewed the new route map. In the past there has been issues with this requested access point. The Board stated that the Race for a Soldier can continue using Canterwood roads, entering and exiting through the gates, but not through this new area requested. Site Manager will send response letter stating the Board's decisions.
- H) **Notice of Application for CGCC new tennis courts:** The reviewed the notice and stated that they will not take a position on this matter. Residents with concerns can respond to the notice and submit their comments to the City.

**11. Adjournment**

- Meeting was adjourned at 5:25PM
- Next meeting is scheduled for Tuesday, February 27, 2018