

**CANTERWOOD HOMEOWNERS ASSOCIATION**  
**APPROVED Minutes of the Board of Directors Meeting**  
**JANUARY 24, 2017**

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

Meeting was called to order at 2:04 pm

Board Members Present: Joe Jackowski, John Flaherty, Russell Tanner, and Sue Barrett

Board Members Absent: Ellen Hedglin

Also present: Rogelio & Dulce Zaragoza, Canterwood Resident  
Jeff Samdal, Jeff Samdal & Associates  
Meleanie Guerrero, Site Manager

- 2. A)** Approval of the Minutes of the Board of Directors Meeting held December 20, 2016. *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*  
**B)** Approval of the Minutes of the Board of Directors Meeting held January 10, 2017. *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*

**3. Open Forum**

**A)** Rogelio & Dulce Zaragoza Appeal Fine for Unauthorized tree topping: The Zaragoza's stated they had planted the Cypress trees 12 years ago for privacy. The ACC had given approval to limb up 11 Cypress trees, but instead 5 Cypress trees were topped. The Zaragoza's asked the Board to drop the fine. The Board is hard pressed to drop the fine, as all residents should be treated the same, there must be some type of penalty. Russell Tanner and John Flaherty stated they will look at the trees that were topped and report back to the Board at the February meeting. The Board will discuss and get back to the resident then.

**B)** Jeff Samdal gave an overview on the Reserve Study process and presented the 2017 Level 2 Reserve Study proposal. The condition of the roads were discussed and how to report the useful life on the Reserve Study. There are some items in the Reserve Study that need to be corrected. Jeff Samdal suggested the Board review Table 3.1A of the Reserve Study and let him know of any changes, corrections, and/or additions. *On a Motion made, seconded and unanimously passed, the Board approved to proceed with the Proposal for Level 2 Reserve Study.*

**4. Site Managers Report**

**A3) Brightview Proposals:** The Board reviewed the proposal for Pre-Authorized Irrigation. After reviewing the proposal the Board stated they would prefer to have HOA staff available when Brightview starts up the irrigation zones to review findings. The Board approves to give Site Manager authority to approve irrigation repairs over \$250, up to a total of \$2,500.

**A4) Repairing/Replacing Decorative green street lights in Canterwood:** The Board requested that Site Manager obtain pricing information on this project and report back.

**C1) New RV light fixtures:** The Board has requested that this lighting project be combined with the other lighting project.

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

**5A)** Approval of New Mailbox Option Email. *A Motion was made, seconded and passed to ratify this proposal.*

**5B)** Approval of E-Waste flyer. *A Motion was made, seconded and passed to ratify this proposal.*

**6. President's Report**

- Joe Jackowski reported that he is restoring the monthly meetings with Club Manager Brent Cohen.
- The meetings with all other HOA's will begin again, with the first meeting scheduled for February 2, 2017.
- A meeting with the First Fairway Townhomes will be scheduled to discuss the fine appeal. The meeting will consist of Joe Jackowski and Sue Barrett, two ACC members and two First Fairway Townhome residents.

## 7. Committee Reports/minutes

- A) Architectural Control Committee
- The Board stated the ACC minutes had been reviewed.
  - Banning of Tree Vendor: The Board discussed the fact that this is the 2nd offense for this vendor. *The following Motion was made, seconded and passed with 3 Board members in favor and Joe Jackowski abstaining: The Board does not approve to extend the banning of the Tree Vendor.*
- B) Finance - No report
- C) Grounds - No report
- D) Security
- The Security Committee recommends that a sign be placed at the Playground stating "Use at your own risk". The Board discussed the recommendation, reviewed the information from Canterwood insurance broker and have requested that Site Manager check to see what signage is currently at the playground and to find out pricing of signs.
  - New Computer System for Security: The CapSure system is changing over to another program that the current computer at the Security shack will not work with. The upgraded system will cost \$3115. *The following Motion was made, seconded and passed unanimously: The Board approves the expenditure of \$3115 for new Security computer system.*
- E) Riding Club - No report
- F) Technology+Communication Committee - No report

## 8. Treasurer's Report

- A) **Financial Statements:**
- The December 2016 Financial Statements were reviewed.
    - Treasurer John Flaherty stated that the Annual Audit has begun and should be completed by March. At that time the amount to be transferred to the Reserve account will be discussed.
    - Playground account corrections need to be made
  - John Flaherty reported that one delinquent account has been paid in full.
  - The 2017 ClubCorp reimbursement amount was discussed. Their account continues to be past due.

## 9. Unfinished Business

- A) **TPU Agreements:** Russell Tanner reported that he is working on the final plat Division 14 language. The County keeps pushing back. Keep on agenda for further discussion.
- B) **Follow up on status of Policy/Procedures:** Sue Barrett stated that this project is still in process and the content presented for review has not entirely been edited. It was suggested that once this project is completed that it go on the website, be a handout to new residents. It was decided that the Board review 1-3 policies at each Board meeting. Sue will prioritize which documents are most important and will distribute 2-3 at each meeting for Board review and approval.

## 10. New Business

- A) **Insurance Statement of Values follow up:** The Board reviewed the coverage information provided by Propel Insurance. The Board determined that the following items on this schedule be removed: 1) Tennis Courts 2) Street Lights 3) Outside Signs/Mailboxes and 4) Fencing

around RV lot/Storage. *The following Motion was made, seconded and passed unanimously: To approve the changes in insurance coverage as discussed.* Site Manager to contact insurance broker regarding these changes.

The Board requested that Site Manager contact Propel Insurance to discuss Canterwood Riding Club coverage and have broker look over their Certificate of Liability. This review is to ascertain whether and to what extent there may be an overlap or duplication of coverage under the HOA policy.

- B) **Boy Scout Troop 282 Fundraiser request:** The Board reviewed the request from Troop 282. The Board stated they would have loyalty to a troop that has Canterwood residents in it. The Board requested that the Site Manager call Troop 244 and inquire if there are any Canterwood residents in their troop. If Canterwood residents are in both troops, then the two troops can split the fundraisers as long as each ask for prior permission from the Board.
- C) **Review Draft Annual Meeting Minutes for Distribution:** The Board reviewed the Minutes as presented. *The following Motion was made, seconded and unanimously passed to approve Draft Minutes as presented for posting on the Canterwood HOA website.* The Board has requested that Site Manager send an email blast out stating that the minutes are on the website and information about the 2017 Board members.
- D) **Follow up Annual Meeting re: Status of Committees:** The Board stated that there are only two Committees that came together and accomplished what was asked of them. The Board commissioned each committee to write up a Mission Statement. It has been suggested that Sue Barrett contact original committees to find out if there is still interest in reactivating.
- E) **Committee Liaisons:**  
Joe Jackowski = Nominating Committee  
John Flaherty = Finance and Tech-Communication Committees.  
Sue Barrett = ACC and Grounds Committee.  
Ellen Hedglin = Security Committee and alternate with Sue for the ACC Committee
- F) **2017 Priorities:** This item will be tabled until the February Board meeting.
- G) **Neighborhood Watch discussion:** The Board noted that past attempts in 1999 and 2006 were made to start up Neighborhood watch programs and ended due to lack of interest. The Board is not opposed to a Neighborhood watch being started, but it is the Boards opinion that this type of program needs to be done on a smaller neighborhood scale.
- H) **Nominating Committee Volunteers:** The Board reviewed the email stating there are 3 volunteers for the Nominating Committee. John Flaherty will respond to the email stating that the 2017 Nominating Committee has already been established, but if there is a name they would like to submit for 2018 Board of Directors, please submit to the HOA office.
- I) **Resident requesting his own mailbox stand:** The Board understands the request, but to approve this request would be setting a precedence. The request is denied.
- J) **Personal Information of Guests that Register with Security:** The Board would like the following information provided at the next Board meeting:
- Where is the information kept?
  - What type of information is recorded?
  - How long is the information kept?
  - Why is this information required?
- Site Manager will obtain this information for the February 28th Board meeting.
- K) **Committee Updates / Meetings with the Board:** The Board requested that this item be tabled until February, so that Committees have the chance to get re-organized.
- L) **2017 Board meeting schedule:** The Board will keep their regularly scheduled meeting of the 4th Tuesday of the month.

## 11. Adjournment

Meeting was adjourned at 5:24 PM

Next meeting is scheduled for Tuesday, February 28, 2017