

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

1. Call to Order/determination of Quorum

Meeting was called to order at 2:10pm

Board Members Present: Joe Jackowski, Sue Barrett, Paul Gift, and Ellen Hedglin

Board Members Absent: Russell Tanner and John Flaherty

Also present: Brooke Elton, Canterwood resident
Meleanie Guerrero, Site Manager

2. Approval of the Minutes of the Board of Directors Meeting held September 25, 2018. *On a Motion made, seconded and passed the above Minutes were approved as submitted.*

3. Open Forum

A) Darci Dennis - No Show

B) Brooke Elton - Resident appeal

Mrs. Elton presented various plans of their backyard renovation. She is requesting a variance for the hot tub that was placed in the buffer zone. She also stated that they would screen the hot tub from the street. The Board and Mrs. Elton discussed moving the tub and other ideas on how to get the hot tub out of the buffer zone. The Board thanked Mrs. Elton for her presentation. The Board will go to the property to get a visual and then make their decision.

4. Site Managers Report

- The Site Managers report was reviewed with the Board.

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

A) Approval to place interactive map on the website. *A Motion was made, seconded and passed to ratify this recommendation.* Site Manager to contact Tech Committee to have them place map on website.

B) Approval of Solicitation policy. *A Motion was made, seconded and passed to ratify this recommendation.* Board directed Site Manager to send new policy out as an Email Blast.

6. President's Report

- Joe Jackowski stated that he and Sue Barrett met with insurance agent Mitchell Smee and discussed the 2019 insurance coverage. Mitchell will be sending an email answering questions that Joe and Sue have.
- Joe stated that the contract for the new landscape company has been signed.
- Joe had a conversation with Brent Cohen, CWGCC. Brent wants to discuss the sharing of costs for pond maintenance/cleaning.
- The HOA is requesting quotes for inspection of sewer lines.
- Joe will be sending a letter to Russell Tanner regarding the deeding of CDC properties.
- Joe and Sue meet with attorney Mark Roberts regarding the non-compliance of setbacks in The Peaks. A letter was sent out to Garrette Custom Homes.
- A meeting was had with all other HOA's. Nothing to report.

7. Committee Reports/minutes

- A) Architectural Control Committee
 - i. Tom Mulligan, CW Resident - 6' fence variance request: The Board reviewed the request and approved the variance request.
- B) Finance - No report
- C) Grounds - No report
- D) Security - DwellingLive license recognition program: The Security Committee is to vet the program and come back to the Board with a recommendation. Site Manager to ask Security Committee to review at their next meeting.
- E) Riding Club - No report
- F) Technology+Communication Committee - No report
- G) Physical Plant - No report
- H) Emergency Preparedness Committee
 - i. A few members of the EPPC met with Joe Jackowski to discuss privacy/HEPA laws.
- I) Nominating Committee
 - i. The Board reviewed the nominees that have been received. All forms are to be received by November 2nd.

8. Treasurer's Report

- A) i. No report as Treasurer John Flaherty was not at this meeting.

9. Old/Unfinished Business

- A) **Lot Line issue at Resident Gate/Canterwood Resident property:** Sue Barrett stated that the surveyed property lines had been reviewed. The resident has turned in a landscape plan to the ACC for review, which will be on hold until the property line issue is resolved. Site Manager will research if a recorded easement is in place.
- B) **CDC Deeding - Update on all properties:** There are 5 properties to review before accepting the deeding. Joe is drafting a letter to Russell Tanner and has been in contact with Pierce County for information on the Bio Swale in Div 14.
- C) **Golf Cart Policy:** Sue Barrett revised the Traffic Regulation Policy. It was suggested that all resident golf carts be registered with the HOA office and a numbered sticker/tag be placed on all resident owned golf carts. Site Manager to research cost of sticker for golf carts, large enough for Security to see number. The following Motion was made, seconded and passed unanimously: *The Board accepts the change to the Traffic Regulations and Access Control Policies with addition of statement that golf cart owners are responsible for whoever is operating their golf cart.* Hold until ready to implement sticker process.
- D) **Policy on damage to Common Areas:** This policy is a guideline for the Grounds Committee. The Grounds Committee is reviewing this policy. **This item to be placed on OLD BUSINESS at the November 27th Board meeting.**
- E) **Lot Consolidation and Consolidation of Assessments:** The Board discussed this matter. Site Manager will ask Bell-Anderson to calculate the 8 residents who are only paying one dues, what the amount would be if paying two dues for two lots owned. The Board will then decide if these resident should be billed going forward to be billed for 2 dues.
- F) **Osprey Trail access:** Security Committee is scheduling contractors to come look at Osprey Dr. area and suggest ideas for security at this area. It is suggested that Security Committee meet with Osprey residents to discuss ideas and their concerns. A date and time will be looked at and an invitation/letter will go out to Osprey residents.
- G) **Gate Clicker access regulations:** Updated version to be added to website.
- H) **Review of Annual Meeting packet and Power Point presentation:** Packet was emailed to all Board members before meeting to review. Power Point slides to be sent in as soon as possible.
- I) **Next steps on the Speeding/Traffic issue:**
 - i. **25mph signs - installation update** - Handyman to complete installation of signs.
 - ii. **Painting of STOP at intersections** - The Board requests that Site Manager find out how long the paint will last and report back to Board. The Board reviewed the proposal and the following Motion was made, seconded and passed unanimously: *Motion to request that 6 more STOP stencils with reflective beads, be added to proposal for a total of 14.*

- J) **Update on CC payments:** Site Manager to scan ledger to Paul Gift for review. Request that an INVOICE be created to send to club for payment. Sue Barrett will look in to this.
- K) **Flyer Box Policy:** The Board accepts the Flyer Box Policy with changes made.

10. **New Business**

- A) **Banning Policy:** This item will be rolled over to Old Business on November agenda.
- B) **Peninsula Light request to post letter an FAQ's on CWHOA website:** The Board discussed this matter and feel it would be an inappropriate use of members assets for this request. Site Manager to contact Pen Light and let them know this decision.
- C) **Setback issues at the Peaks:** This item was discussed during the Presidents report.

11. **Adjournment**

- Meeting was adjourned at 5:40PM
- Next meeting is scheduled for Tuesday, November 27, 2018