

CANTERWOOD HOMEOWNERS ASSOCIATION
UNAPPROVED Minutes of the Board of Directors Meeting
FEBRUARY 28, 2017

1. Call to Order/determination of Quorum

Meeting was called to order at 2:16 pm

Board Members Present: Joe Jackowski, Sue Barrett, Russell Tanner, Ellen Hedglin and John Flaherty (via conference call)

Board Members Absent: None

Also present: Nick Jerkovich, Canterwood Resident
Meleanie Guerrero, Site Manager

- 2. A)** Approval of the Minutes of the Board of Directors Meeting held January 24, 2017 With correction to item 10K, correction of "chance" to "change", *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*

3. Open Forum

A) Nick Jerkovich explained the water issues he has had since moving into this home. Nick presented photos of water build up on his property and water flowing from a neighbor's drains. He asked the Board to help him determine how to address and solve the problem. The Board stated it would look into the matter. Tanner and Jackowski will speak with Damon Ramos to obtain a recommendation.

4. Site Managers Report

A1) Fallen tree clean up at Peacock entrance: Site Manager stated that the tree was not on Canterwood property, but at the time owner of tree was not available. Contact has since been made with property owner. Site Manager has discussed reimbursement of tree removal costs and ownership of the fence that was damaged when tree fell. Property owner stated that she has documentation that fence belongs to Canterwood HOA and Site Manager will request a copy of document. If fence is owned by the HOA, then neighbor should reimburse for fence damage in addition to tree removal costs.

C4) Review quote for new janitorial service: The Board reviewed the quote and the following Motion was made, seconded and unanimously approved: *Motion to accept new quote, changing the tile cleaning and window washing to only one time each per year.*

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

5A) Approval of Letter regarding Nominating Committee. *A Motion was made, seconded and passed to ratify this proposal.*

5B) Approval of Changing Hours for Handyman. *A Motion was made, seconded and passed to ratify this proposal.*

6. President's Report

A) Joe Jackowski reported that he met with the First Fairway representatives and 2 ACC members and all walked the property in question. The new penalty matrix, if and when approved by the Board, may be used to recalculate the First Fairway penalties.

B) Visitor Data Policy: In response to a question raised by a member at the annual meeting, the Board investigated visitor data storage, retention and destruction. There is not a policy regarding this item, nor does it appear there is a need for a policy. Capsure, and now DwellingLive, have standard practices for the acquisition, retention, accessibility and use of visitor data, which practices are applied to all clients. It was suggested that a Sample of Guest information be presented at the 2017 Annual Meeting. Site Manager will contact DwellingLive and ask if there is a written document explaining what data is stored and how the data is stored.

- C) Quarterly meetings with all other HOA's has begun.
- D) Canterwood Lifestyle Magazine: Joe will review the new contract and send out to the Board for review and comment.
- E) Canterwood Riding Club: Joe met with 2 of the Riding Club Board members to discuss membership issues. Jerome Geissler will continue to work with the Riding Club regarding membership.
- F) Insurance coverage for HOA and Canterwood Riding Club: The information sent from our Insurance broker had been reviewed. It is the decision of the Board to keep the HOA coverage in place.
- G) Canterwood Club/Brent Cohen meetings:
 - o Joe stated that Brent would like to establish more of a relationship with Site Manager.
 - o Joe and Brent discussed the past due account. Brent stated he will try to figure it out.
 - o It was requested that when the HOA starts the 2017 street repairs, that the Club be included so that they can obtain bids for Club area roads.

7. Committee Reports/minutes

- A) Architectural Control Committee
 - i. The Board stated the ACC minutes had been reviewed.
 - ii. Funds for various ACC costs: Sue Barrett reported that the ACC is requesting that funds be earmarked for costs that may come up throughout the year such as an arborist report. The Board stated that the Site Manager has authorization for up to \$1000 and she can approve expenditures that come up for the ACC. The Board approved to cap this amount at \$2500 for the year, if expenditures exceed that amount, then Board approval is required.
 - iii. Arroyo/Blomberg Unauthorized Tree removal: The Board reviewed and discussed the details and how to respond. The following Motion was made, seconded and passed unanimously: *Motion to send letter to both residents stating the following:*
 - 1. *The Board is upholding the original fine amount of \$6,500 as levied by the Architectural Control Committee against the Arroyos.*
 - 2. *The 4 denuded trees must be removed.*
 - 3. *The Board appreciates that the Blombergs have offered to pay a portion of the penalty for one of the four trees now alleged to be on the Blomberg side of the common property line. However, the Board notes that the original tree removal application, the original ACC approval, and the altered approval letter are all premised on ownership by the Arroyos. The Board thus believes it must be the responsibility of the Arroyo's and Blomberg's to decide whether any of the four trees are on the Blombergs' property and what portion of the fine, if any, should be contributed by the Blombergs.*
 - 4. *The Board further upholds the ACC's mandate to restore the buffer area between the Arroyo and Blomberg properties, with the following modification. As an alternative to planting evergreen trees between properties, the Arroyos may develop and implement a plan for restoration of the buffer area. This plan must be submitted and approved by the ACC before any implementation occurs.*
- B) Finance - No report
- C) Grounds - Site Manager stated that a meeting has been scheduled with new committee members on March 9, 2017.
- D) Security
 - i. The Board reviewed the current signage at the Nuthatch Park. The Board feels that the manufacturer's signage is sufficient.
- E) Riding Club - No report
- F) Technology+Communication Committee - No report

8. Treasurer's Report

- A) **Financial Statements:**
 - i. The January 2017 Financial Statements were reviewed.
 - Treasurer John Flaherty stated that we will wait until the Annual Audit is complete to transfer to the Reserve account.
 - ii. John Flaherty reported that there are 3 delinquent accounts.

9. Unfinished Business

A) Update status from Sue Barrett:

- i. Policy/Procedures: Sue Barrett stated that the Board will review a few policies at each Board meeting. The Board reviewed the following policies:
 - o Holiday Decorations Policy
 - o Solar Energy Panels Policy
 - o Adult Family Homes Policy
 - o Tree Cutting PolicyA Motion was made, seconded and passed unanimously to approve these policies as amended with effective date of 2/28/17.
- ii/iii. Sue Barrett stated that the ACC is working on changes to the Residential Guidelines and the new Fine Schedule.

B) Boy Scout Troop Fundraiser request: Site Manager reported that there are no Canterwood children in Troops 282 or 244. John Flaherty stated that he will look further into this request and report back to the Board at the next meeting.

C) Update on Committees: Sue Barrett presented a list of Committees which included their objectives and goals. The Board also reviewed a calendar with dates that the Committees would be scheduled to meet with the Board to discuss any issues or concerns. It is requested that the Site Manager send out an email blast asking for volunteers for the Physical Plant Committee.

D) Review Reserve Study Table 3.1A: The Board will review this table, make any recommendations and forward to Site Manager to compile.

E) Zaragoza Fine Appeal Decision: The Board reviewed and discussed the photos taken of the trees that had been topped without approval. The following Motion was made, seconded and passed unanimously: *The decision of the ACC to fine \$3000 for tree topping is upheld and fine remains as imposed.*

F) Repair/Replace decorative pole lights and RV lot lights: The Board requested that Site Manager evaluate replacement of all pole lights and report back at next Board meeting.

10. New Business

A) Replacement of fence - Canterwood Drive: The Board tabled this item until the next Board meeting.

B) Board Training Seminar: The Board reviewed the flyer regarding an upcoming Board Seminar hosted by Bell-Anderson. Board members can email Site Manager if they would like to make a reservation.

C) Peninsula School flyer request: The Board approved the request to place Peninsula School Tour announcement in the flyer boxes.

D) 2017 Priorities: The Board tabled this item until the next Board meeting.

11. Adjournment

Meeting was adjourned at 5:37 PM

Next meeting is scheduled for Tuesday, March 28, 2017