

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
MARCH 27, 2018

1. Call to Order/determination of Quorum

Meeting was called to order at 2:05pm

Board Members Present: Joe Jackowski, Sue Barrett, Paul Gift, Ellen Hedglin, Russell Tanner via speaker phone, and John Flaherty

Board Members Absent: NONE

Also present: Jeff Waters, Canterwood Resident
Meleanie Guerrero, Site Manager

2. Approval of the Minutes of the Board of Directors Meeting held January 23, 2018. *On a Motion made, seconded and passed the above Minutes were approved as submitted. Sue Barrett abstained from voting as she was not present at the January 23, 2018 Board meeting.*

3. **Open Forum - Lynx Consulting/Joel Aro-Seeking a location for new Verizon wireless facility:**
Joel introduced himself and explained the process of a cell tower installation. If the HOA is interested in going forward with this, he would need a response. The Board stated that they would have our attorney review the information provided and see if viable. Joe Jackowski will contact attorney Mark Roberts to discuss.

4. Site Managers Report

C1) HOA Office remodel: Site Manager reported that an office remodel quote has been put together and is requesting approval for items totaling at this time of \$11,279.06.

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

- A) Approval to cancel February 27, 2018 Board meeting due to scheduling conflicts. *A Motion was made, seconded and passed to ratify this proposal.*
- B) Approval of the 2018 Gig Harbor Garden Tour scheduled for June 23 & 24, 2018. *A Motion was made, seconded and passed to ratify this proposal.*
- C) Approval to purchase of new Security vehicle in amount of \$31,686.82. *A Motion was made, seconded and passed to ratify this proposal.*
- D) Approval of Final EPPC survey questions. *A Motion was made, seconded and passed to ratify this proposal.*
- E) Approval to purchase 21 Speed Bump signs at approximately \$945. *A Motion was made, seconded and passed to ratify this proposal.*
- F) Approval to accept Allied Universal 2018 contract. *A Motion was made, seconded and passed to ratify this proposal.*

6. President's Report

- Joe Jackowski reported the following:
 - Bell-Anderson contract has not been signed yet. The contract had been rewritten in the previous years, but the 2018 contract did not include those changes. Joe has sent Vickie Gaskill notice and waiting to hear back.
 - Joe and Russell Tanner spoke about the truck tracks and resolved situation.
 - The ACC is discussing on how to move forward with builder decision.
 - Solicitation policy was discussed with Canterwood resident. Joe asked resident to come up with policy. Place this item on Unfinished business on April agenda.

7. Committee Reports/minutes

- A) Architectural Control Committee
 - i. Variance request - 6ft fence request: Resident of Lot 14, Div 14 is requesting the back portion of his fence be 6ft tall for privacy, as it runs along Baker Way. *On a Motion made, seconded and unanimously passed, the Board approved the Variance request.*
- B) Finance - No report
- C) Grounds - No report
- D) Security - No report
- E) Riding Club - No report
- F) Technology+Communication Committee
 - i. Sue Barrett reported that the committee reorganized the website to make more user friendly.
- G) Physical Plant - No report
- H) Emergency Preparedness Committee
 - i. EPPC survey was emailed out, a flyer also went out to residents and a second email reminder has also gone out.

8. Treasurer's Report

- A)
 - i. The February 2018 Financial Statements were reviewed.
 - Treasurer John Flaherty stated the Operating account is in good shape.
 - Two new CD's have been purchased.
 - ii. Delinquent accounts were reviewed.
 - iii. The 2017 audit has been reviewed by the Finance Committee. There are a few questions and the committee will be meeting with auditors in the next couple of weeks to go over audit and tax return.

9. Unfinished Business

- A) **Carl Graf Appeal Proposal:** The Grounds Committee created a summary of costs for the common area replant. Site Manager will draft a letter to the Graf's stating the Boards response to their fine appeal. The letter will be circulated to the Board for review and approval, then mailed out.
- B) **RV Lot Parking increase discussion:** A discussion was had regarding the costs associated with the RV lot. The Board made the following Motion: *A Motion was made, seconded and passed to increase the monthly rate by \$5 for all spaces, effective July 1, 2018. A notice will be sent out in June to all residents who have a space in the RV lot notifying them of the increase.*
- C) **Policy on Common Area:** Joe Jackowski will research this subject. This item will be tabled and placed on the April Board meeting agenda.
- D) **Vendor/Contractor Policy and Noise R&R conflict:** The Board discussed the update/change to this policy. *The following Motion was made, seconded and passed unanimously: To approve the Vendor Noise Policy as amended. An additional Motion was made, seconded and passed unanimously: To amend section 5.2/B.2.C to read: **Limbing 5 or more trees** at any one time would still necessitate approval by the ACC as it constitutes a "major project" rather than maintenance.*
- E) **Resident drainage/flooding issue adjacent to #6 green:** Paul Gift responded to this issue, contacting the resident. He gave a recap to the Board stating that this issue is between the resident and the golf course.
- F) **Mapping Project:** Rachel & Ben Sleeter are waiting for Grounds Committee to map areas of importance. Once they receive that information, they will input it to the map.
- G) **ACC & Tech-Committee - New Members?:** Emails have been sent out requesting volunteers to apply to the committees. To date we have had 3 responses.

10. **New Business**

- A) **2018 Canterwood Riding Club Lease:** The Board discussed the option of just having a month to month lease. Paul Gift stated he would meet with the Riding club Board and discuss the concerns of the HOA Board, lease structure and expenses.
- B) **The Peaks Landscaping issues:** The Board discussed and stated that this area will be fairly labor intensive for the HOA. Follow up conversations need to occur with CDC.
- C) **Update from CDC Property Research Committee:** CDC is still waiting on options from Pierce County. The Committee is in wait mode.
- D) **Hampton's Gym/Guest House discussion:** A short discussion was had regarding this project. More information and research is needed in order for the ACC to make a decision.
- E) **Solicitation Policy Discussion:** This item was discussed under President's report and will be placed under Unfinished Business on the April agenda.
- F) **Deed Conveying Common Areas:** The Board discussed what was submitted by CDC. The Board will put together a list of questions to be discussed and answered.
- G) **Bell-Anderson 2018:** Discussed this subject during President's report.

11. **Adjournment**

- Meeting was adjourned at 5:15PM
- Next meeting is scheduled for Tuesday, April 24, 2018