

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
April 24, 2018

1. Call to Order/determination of Quorum

Meeting was called to order at 2:07pm

Board Members Present: Joe Jackowski, Sue Barrett, Paul Gift, , and John Flaherty

Board Members Absent: Ellen Hedglin, Russell Tanner

Also present: Jean Munday, Canterwood Resident
Phyllis Varjian, EPPC Chair/Canterwood Resident
Georgine Foster, EPPC member/Canterwood Resident
Meleanie Guerrero, Site Manager

2. Approval of the Minutes of the Board of Directors Meeting held March 27, 2018. *On a Motion made, seconded and passed the above Minutes were approved as submitted.*

3. Open Forum - Phyllis Varjian - EPPC Survey results:

- Phyllis stated that the survey received 139 responses via online and 10 hard copy responses.
- The Committee would like to move forward with the Board's approval to do the following:
 - An awareness campaign
 - Authorization to speak with local Utility companies, Canterwood Security and Canterwood Golf & CC to raise awareness.
 - Plan an EPPC event to take place in September.
- The Board gives their approval for the EPPC to move forward with these 3 request.

4. Site Managers Report

A1) Speed Bump signs: Site Manager reported that one resident requested that he did not want a sign in front of his home. The Board stated that the strip in front of the home is HOA property and the sign is being placed for safety purposes. Site Manager will speak with resident about the sign placement.

A2) 2018 Asphalt review to be rolled over to Unfinished Business on May agenda.

B2) Discussion regarding weekly Garbage/Recycle can report: The Board has requested that this be researched and perhaps redo the letter.

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

A) Approval to accept recommendation by ACC for new committee member Reena Nair. *A Motion was made, seconded and passed to ratify this recommendation.*

B) Approval to accept recommendation by ACC for new committee member Mary Beck. *A Motion was made, seconded and passed to ratify this recommendation.*

6. President's Report

- Joe Jackowski reported the following:
 - Bell-Anderson contract has been signed and returned.
 - There is still work to be done on property that CDC wants to deed over to the HOA. Research needs to be done to find out when HOA is obligated to take over property.
 - Joe stated that per attorney Mark Roberts, the Board can enter into a 30 year or less lease with Verizon.
 - A question arose about the ACC being covered by D&O insurance. After contacting our insurance agent, it was found that the ACC is covered by D&O coverage.

- o Mark Roberts is to review who's jurisdiction it would be to manage the common areas, the ACC or the Grounds Committee.

7. Committee Reports/minutes

- A) Architectural Control Committee
 - i. Recommendation of new ACC member Nicole Elves. *A Motion was made, seconded and passed to approve this recommendation.*
 - ii. ACC recommends adding language regarding FENCES and LAWN/TURF to the Residential Guidelines. The Board reviewed the update. Sue Barrett will go over new language again with the ACC before updating the Residential Guideline document.
 - iii. The ACC continues to work on response to the Hampton's regarding their gym request.
- C) Grounds - No report
- D) Security - No report
- E) Riding Club
 - i. Paul Gift met with the CRC Board. The lease agreement needs to reflect how funds are used and how the CRC is run. The CRC stated they want to maintain a good relationship with the HOA.
- F) Technology+Communication Committee - No report
- G) Physical Plant - No report
- H) Emergency Preparedness Committee
 - i. Phyllis reported in the Open Forum section.

8. Treasurer's Report

- A) i. The March 2018 Financial Statements were reviewed.
 - Treasurer John Flaherty stated that the Committee met with the Auditor to review the Final Draft Audit and the Tax Return.
 - There are still adjustments that have to be corrected before the Final Audit is complete.
 - The tax payment has been made.
 - Financially in good shape at this time.
- ii. Delinquent accounts were reviewed.

9. Unfinished Business

- A) **Verizon access agreement:** Joe Jackowski discussed this in the Presidents Report.
- B) **Solicitation policy discussion:** Canterwood resident Jean Munday stated her opinion on door to door solicitation. She doesn't feel it should be allowed as she moved into a gated community for privacy. John Flaherty with draft a policy for the Board to review at the next meeting.
- C) **Policy on Common Area:** This item will be tabled and placed on the May Board meeting agenda.

10. New Business

- A) **Governing Documents on website:** This item will be tabled and placed on the May Board meeting agenda under Unfinished Business. John Flaherty will do some research on the subject.
- B) **R&R's Table of Contents:** This item will be tabled and placed on the May Board meeting agenda under Unfinished Business.

11. Adjournment

- Meeting was adjourned at 5:21PM
- Next meeting is scheduled for Tuesday, May 22, 2018