

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
MAY 23, 2017

1. Call to Order/determination of Quorum

Meeting was called to order at 2:05pm

Board Members Present: Joe Jackowski, John Flaherty, Ellen Hedglin, Sue Barrett and Russell Tanner via PhoneCom.

Board Members Absent: None

Also present: Rick Meeder, Technology+Communications Committee
Meleanie Guerrero, Site Manager

- 2. A)** Approval of the Minutes of the Board of Directors Meeting held April 25, 2017. *On a Motion made, seconded and unanimously passed the above Minutes were approved with amendments made to section 8A.*

3. Open Forum

A) Rick Meeder, Technology+Communication Committee: The Board and Rick Meeder reviewed the Draft survey. The committee would like to send this survey out soon. It will first be sent out as a test to the Board. *On a Motion made, seconded and unanimously passed, the Board approved to accept as revised and approve the Technology+Communication Committee to send out the survey to the Canterwood residents.*

4. Site Managers Report

A1) Split Rail Fence repair: Site Manager stated that there are quite a few areas of fencing that need repair. It was suggested that Site Manager call Pierce County to confirm whose responsibility it is to repair. It was also suggested to contact Damon DeRosa and ask same questions.

5. Actions Taken by the Board via Electronic Means since Last Board Meeting - None

6. President's Report

- Joe Jackowski stated that he hand delivered the HOA Board response letter to the First Fairway Board president. We will wait for their response.
- Joe met with Club Manager, Brent Cohen and discussed the following:
 - Current Property Tax bill and amount due on their account
 - Security issue at the Club parking lot. Canterwood Security will patrol parking lot and report to Brent any issues that arise.
- Joe will be attending a meeting on 5/25 regarding the wetlands area behind a Canterwood resident's home.
- The issue of clearing/tree removal on property along golf course was discussed. If it's on golf course property, the ACC/HOA has no jurisdiction and vice a versa.

7. Committee Reports/minutes

- A)** Architectural Control Committee - No report
- B)** Finance - No report
- C)** Grounds - No report
- D)** Security - No report
- E)** Riding Club - No report
- F)** Technology+Communication Committee: Report given during Open Forum

- G) Emergency Preparedness Committee - No report
- H) Physical Plant - No report

8. **Treasurer's Report**

A) **Financial Statements:**

- i. The April 2017 Financial Statements were reviewed.
 - The audit adjustments were not made on the April 2017 financial statements.
 - Operating account still needs to have \$6983 transferred to the Reserve account.
 - Playground account funds in amount of \$27,726.50 have been transferred to Money Market account.
 - 5 lots in Division 14 will be closing soon and this will get us caught up with the dues schedule submitted by Canterwood Development Co.
 - The Finance Committee approved the transfer of excess funds from Operating to Reserves in the amount of \$52,711.00.
 - *A Motion was made, seconded and passed unanimously to approve the April 2017 Financial statements as presented and the recommendation to transfer excess funds.*

9. **Unfinished Business**

A) **Rules & Regulations Review - Sue Barrett:**

- i. Traffic Regulations: The Board reviewed and discussed this specific rule. The Board feels the Schedule of fees/fines needs to be broadened in regard to various fines. The Board also reviewed an email from a resident regarding traffic violations. Joe Jackowski will respond to this email. This policy will remain as is until fine schedule is complete.
- ii. Incident/Crime Notification: The Board reviewed and discussed this specific rule. *A Motion was made, seconded and passed unanimously to approve the Incident/Crime Notification policy as revised with effective date of 5/23/17.*

B) Review Residential Guideline revisions - Sue Barrett: Sue recommends to the Board to pull all fines and penalties from the Residential Guidelines and place in separate document titled "Schedule of Fees & Fines". Sue will email all revised documents to the Board for review and then meet up on 5/26/17 to discuss. Next task would be to meet with the ACC to review changes.

C) Review Reserve Study Table 3.1A Valuation: John Flaherty reported that the committee had met and have scheduled a walk around with Jeff Samdal. The committee will report back after that meeting.

D) Jerkovich water issue and other water issues: The Board reviewed the email response from Engineer. The email states that this issue is not the responsibility of the Canterwood HOA. The Board has requested that this email be forwarded to Nick Jerkovich.

E/F) Blomberg/Arroyo fine resolution: Joe Jackowski and John Flaherty met with Blombergs and Arroyos to discuss the fines. Both the Blombergs and Arroyos have sent in written responses. The Board discussed both responses. Joe Jackowski will draft a letter to the Arroyo's stating what the Board's decision is in response to their offer to settle.

10. **New Business**

A) Kevin Picchi - 2nd Board Appeal for fines on account: The Board reviewed the letter from Mr. Picchi and came to the following decision:

- The Board has approved to accept a monthly payment plan of \$200 per month
- Monthly payments to be made in the amount of \$200
- Payments will be due on the 1st of every month
- No late or delinquent fees will be charged on the fine amount
- Interest only will be charged at 12 percent per annum on balance
- If in fact he misses a payment, this will bring his entire balance due and payable

- His total balance relating to the fine is \$6,470.15
Site Manager will send Mr. Picchi a letter stating the Board's decision.

- B) Board Structure/Expansion:** Russell Tanner stated that he will be done as the Developer at the end of 2017. At the end of 2017 there will be 3 Board positions open for election. It is suggested to keep an odd number and stagger. The Nominating Committee should start looking for nominees, and get the word out about the 3 positions open. *A Motion was made, seconded and passed unanimously to approve the Board expansion.*
- C) CDC bring Div 5, Replat, Lot 3 on:** Russell Tanner stated that he will be bringing Lot 3 on from a dues standpoint. This lot is not affected by the storm pond.
- D) Clicker Purchase:** Site Manager informed Board of the clicker price increase which makes the clickers approximately \$30 our cost. *A Motion was made, seconded and passed unanimously to approve the increase in the sales price to \$35 per clicker once the previous batch of clickers are sold out.*
- E) Computer drives at all gates:** The drives in the computers of the 3 gates (Main, Resident, Peacock gates) need to be replaced at an amount of \$350/per gate. *A Motion was made, seconded and passed unanimously to approve the replacement of the computer drives at 3 gates.*
- F) Security-Purchase new Pass Printer \$575 and new passes \$99/case of 2000:** With the new program DwellingLIVE, and in order to operate more efficiently, a new printer and passes will need to be ordered. *A Motion was made, seconded and passed unanimously to approve the purchase of a new printer and passes.*

11. Adjournment

Meeting was adjourned at 5:05 PM

Next meeting is scheduled for Tuesday, June 27, 2017