

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
JULY 25, 2017

1. Call to Order/determination of Quorum

Meeting was called to order at 2:05pm

Board Members Present: Joe Jackowski, Ellen Hedglin, and Sue Barrett and John Flaherty

Board Members Absent: Russell Tanner

Also present: Owen Gladfelder, Canterwood Resident
Sommer Carbone, Canterwood Resident
Meleanie Guerrero, Site Manager

2. A) Approval of the Minutes of the Board of Directors Meeting held June 25, 2017. *On a Motion made, seconded and unanimously passed the above Minutes were approved as submitted.*

3. Open Forum

A) Sommer Carbone-Landscape discussion: Mrs. Carbone gave a recap of her encounter with the ACC Chairman in regards to improvements they had requested to make on their home. The Board asked questions about the encounter, stated that they would discuss further as a Board and thanked Mrs. Carbone for her attendance.

4. Site Managers Report

A1) Asphalt/Crack sealing: Site Manager reported that we are waiting hear back about the scheduled date of work. Site Manager also reported that 2 new speed bumps and locations have been recommended by the Security Committee, (on Foxglove and Baker Way) would be \$8,000. *The following Motion was made, seconded and approved: The Board approves the new speed bumps subject to research by Site Manager on getting other quotes to compare pricing.*

C1) New Curb at Baker Way guard house and no parking stripes: Site Manager has been asked to obtain quotes for repair of curb due to damage caused by school buses making a turn around and striping an area by Baker Guard house for no parking.

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

6. President's Report

- Joe Jackowski reported the following:
 - The First Fairway Townhomes Board has not responded to letter from Canterwood HOA Board.
 - No response from Resident at Div 4, Lot 17 or their attorney to letter from Canterwood HOA attorney.
 - Short discussion was had regarding the sale of the Canterwood Golf and Country Club.

7. Committee Reports/minutes

A) Architectural Control Committee

i. Variance request for Div 14, Lots 11 & 12: The Board reviewed and discussed the request presented. *A Motion was made, seconded and approved to accept the variance requests as submitted.*

B) Finance - No report

C) Grounds - No report

D) Security - The speed bump recommendation was discussed during the Site Managers report.

- E) Riding Club - John Flaherty reported that the Riding Club has made quite a few repairs at their expense.
- F) Technology+Communication Committee: No report
- G) Physical Plant - No report
- H) Emergency Preparedness Committee - Meetings will begin in September.

8. Treasurer's Report

- A) i. The June 2017 Financial Statements were reviewed.
 - Treasurer John Flaherty stated that the HOA is in good financial position
 - The Finance Committee will meet in August to review all adjustments
- ii. Delinquent accounts are down to about 5 residents.

9. Unfinished Business

A) Rules & Regulations Review - Sue Barrett:

i. **Member Disciplinary Policy:** The Board reviewed and discussed this policy. *A Motion was made, seconded and passed unanimously to approve the Member Disciplinary Policy as revised with effective date of 7/25/2017.*

B) Review Residential Guideline revisions - Sue Barrett: The Board reviewed and discussed the revised guidelines at length. *A Motion was made, seconded and passed unanimously to approve the Residential Guidelines as revised on this meeting date, knowing there will be future modifications.*

Action:

- Sue Barrett will make revisions, write a summary of changes to send out as email blast and have Board review.
- Send revised Guidelines to Warren Falls to upload on website.
- Email blast to be sent out to residents recommending that all residents read document.

Next meeting to discuss the Forested Edge.

10. New Business

A) Baker Gate loop replacement: Site Manager reported on issues with the loops at the Baker exit gate. A quote for \$10,526 + tax was received from Security Gate and Access. The Board discussed and *a Motion was made, seconded and passed unanimously to approve the quote for loop replacement at the Baker exit gate.*

B) Review Reserve Study & Reserve Fund Disclosure summary: Treasurer John Flaherty stated that according to the Reserve Study we are 65% funded. There are items in the Reserve Study that are paid out of the Operating account. Roof on various buildings in need of repair, need to address who is responsible for these expenses. Site Manager has been instructed to post the Reserve Study on the website and send an email to the residents stating it is there for review.

C) Review proposal for fence replacement on Canterwood Dr.: The Board reviewed the proposal from Darla Nalley, resident who owns property at corner of Peacock/Canterwood Dr. She wants to have the fence replaced and is requesting that the HOA pay for half. The Board requests that Site Manager contact a surveyor to find out exact property lines and request that Darla Nalley obtain a quote for cedar fencing that the Board can review at their next meeting.

- D) **Advertising open position on ACC:** The Board would like an email blast and flyer to go out to all residents stating there is one open position on the ACC. Information should include the responsibility of this position, suggest to review the CC&R's/Residential Guidelines and details on how/where to apply.
- E) **Cost estimates for speed bumps:** The Board requests that Site Manager check with Don Kennedy and get his opinion about the various options for speed bumps.
- F) **Committee chair rotation:** The Board discussed this matter at length. The Board is requiring that committees rotate chairs on an annual basis or they can decide to rotate more frequently than annually. This rotation would apply to all standing committees. *A Motion was made, seconded and passed unanimously to make this change effective now, but begin rotation as of January 2018.* President Joe Jackowski will compose an email, for the Board to review, and then this communication will be sent to all committee members.

11. **Adjournment**

Meeting was adjourned at 5:57PM

Next meeting is scheduled for Tuesday, August 22, 2017