

CANTERWOOD HOMEOWNERS ASSOCIATION
APPROVED Minutes of the Board of Directors Meeting
July 31, 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, and John Flaherty

Board Members Absent: Russell Tanner

Also present: Dr. & Mrs. Hampton
Dan Frohlich, Attorney for Hamptons
Tres Kirkebo, Apex
Sirkku Daun, Designer
Meleanie Guerrero, Site Manager

2. Approval of the Minutes of the Board of Directors Meeting held June 26, 2018. *On a Motion made, seconded and passed the above Minutes were approved with changes made to 4.C.4.*

3. Open Forum -

A) Hampton Appeal:

- Attorney Dan Frohlich gave a recap of the Hampton's appeal to the Board.
- Resident Craig Hampton also spoke on the process of his submittal to the ACC. He stated that this structure is not commercial and is not an ADU.
- Vice-President Sue Barrett reminded Dr. Hampton that the ACC had stated that his request was "Denied as designed and to consider designing a smaller structure".
- President Joe Jackowski asked if the structure could be smaller to comply with Canterwood setbacks.
- Dr. Hampton asked what are the non-negotiables from the HOA Board.
- The Board stated that if a sensible plan was presented, the Board and ACC would be open for review. The plan must stay within the CC&R's.
- Several issues with the current plan were discussed. The Board suggested the Hampton's come back with another concept to present to the ACC.
- Dr. Hampton stated they will discuss options and then respond to the HOA Board. In the meantime, the appeal will remain open.

4. Site Managers Report

- The Site Managers report was reviewed with the Board.
- A3: RV Lot clean up - The Board stated that this expense should be in the Ground Committee annual budget.
- A4: Storm Drain cleaning - Are there drains which need to be cleaned more frequently than 1x/3yr, and others less frequently? Where are the worst areas? Can we spend our cleanout budget more effectively? Site Manager will contact Drain Pro to ask these questions.

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

- A)** Approval to make changes and post New Residential Guidelines. *A Motion was made, seconded and passed to ratify this recommendation.*
- B)** Approval to accept Drain Pro proposal to do annual 1/3 storm system cleaning. *A Motion was made, seconded and passed to ratify this recommendation.*
- C)** Approval to accept Canon Companies proposal for annual Asphalt patching. *A Motion was made, seconded and passed to ratify this recommendation.*

6. President's Report

- A) Joe Jackowski stated that he had met with the small HOA's and updated them on all current activities in the community.

7. Committee Reports/minutes

A) Architectural Control Committee

- i. Variance Request - Div 14, Lot 15:
 - Resident is requesting a 6ft fence on the back property that runs along Baker Way. *The following Motion was made, seconded and passed unanimously: Approval is made for a 6ft fence because of the lack of privacy along Baker Way and the unusual circumstances in the Peaks.*
 - Resident is also requesting a Variance to allow the gate/fence on both sides of their lot to line with the fence on lots 14 and 17. *The following Motion was made, seconded and passed unanimously: Approved to install 5ft side fences as requested.*
- ii. Update Tree Request form with proposed arborist language: This item was discussed and Board agreed to remove the old arborist paragraph on the Tree Removal Request Form and replace it with the new suggested verbiage. Sue Barrett will make these updates.

B) Finance - No report

C) Grounds

- i. Tree removal requests: The Board will wait until the Grounds Committee submits additional tree removal estimates.

D) Security

- i. The July 10, 2018 minutes were reviewed.
- ii. The Security survey will be reviewed by the Tech Committee, then forwarded to the Board for review before sending out to the residents.
 - The Board discussed the speeding issue in the community and have decided to take action to control this problem. Paul Gift and John Flaherty will meet to discuss how to move forward with having the PCD patrol this area. *The following Motion was made, seconded and passed unanimously: For the months of August and September, the Board approves a budget of \$2000 to hire an off duty police officer(s), hours and dates to be determined. This will provide a visible presence in the community.*
 - Sue Barrett suggested additional Speed Limit Signs throughout the community. Sue will map out locations for signs. Site Manager will research price for 25mph signs.

E) Riding Club - No report

F) Technology+Communication Committee - No report

G) Physical Plant - No report

H) Emergency Preparedness Committee - No report

8. Treasurer's Report

- A) i. The June 2018 Financial Statements were reviewed.
 - Treasurer John Flaherty stated that the Committee met and discussed the past due accounts,
 - There have been a few errors in bookkeeping. BA has a new accounting person.
 - Operating account in good shape.
 - Reserve account is strong and under budget.
- ii. Delinquent accounts were reviewed.
 - John Flaherty will contact Scott Alexander to discuss the settlement of Rowan account.

9. **Unfinished Business**

- A) **Deeding of CDC property to CWHOA:** The Board discussed the deeding and stated that a letter go to CDC from the Board stating the HOA will not accept these areas and what the HOA's expectations are before taking on these properties.
- B) **Discussion of "Forested Edge" as in Residential Guidelines:** Rollover to August 21 Board meeting.
- C) **Harbor Hill drainage issue as it relates to our wetlands and tree damage:** Grounds Committee opinion that more trees will die due to water accumulation. Still waiting for survey report from Olympic Properties.
- D) **Graf update:** Joe Jackowski stated he and Carl Graf are still trying to meet.
- E) **Solicitation Policy Draft:** The Board was instructed to review the draft policy. This item will be placed on the August agenda for discussion.

10. **New Business**

- A) **Return of \$1500 to Jeff Mehlert - Reforestation satisfied:** The Board will review the property as discussed. This item will be placed on the August agenda for discussion.
- B) **Site Line cleanup/removal - who is responsible:** Site Manager will review past letters sent and also look into new areas of concern to see if resident or HOA responsibility.
- C) **4th of July update on Fireworks - concerned residents:** This item will be placed on the August agenda for discussion.
- D) **Parsons Landscaping - Baker Gate Barrier arm damage - Request for leniency:** The Board reviewed request and stated the following: The Board ruling is the same as other similar incidents that have occurred. The resident/guest that damaged property would be responsible for repairs and/or replacement. Parsons Landscaping is responsible for costs related to damage of barrier arm.

11. **Adjournment**

- Meeting was adjourned at 6:30PM
- Next meeting is scheduled for Tuesday, August 28, 2018