

**CANTERWOOD HOMEOWNERS ASSOCIATION**  
**APPROVED Minutes of the Board of Directors Meeting**  
**SEPTEMBER 25, 2018**

**1. Call to Order/determination of Quorum**

Meeting was called to order at 2:09pm

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

Board Members Absent: Russell Tanner

Also present: Rick Meeder - Tech/Communications Committee  
Meleanie Guerrero, Site Manager

**2.** Approval of the Minutes of the Board of Directors Meeting held August 21, 2018 with changes to 3A and 3B. Replace the word "fine" with "penalty". *On a Motion made, seconded and passed the above Minutes were approved with changes made to 3A and 3B.*

**3. Open Forum - None**

**4. Site Managers Report**

- The Site Managers report was reviewed with the Board.
- C2: The Board would like an update on when the map will be ready to post on the website.

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

**6. President's Report**

- Joe Jackowski reported that further discussion had been had regarding the ACC appeal process and the revision of the appeal letter. Need to make sure that the Residential Guidelines match up with the letters.
- Graf file has been sent to HOA attorney for review.
- Harbor Hill wetlands is still being reviewed.
- There are still a few issues with the PCSD agreement to be reviewed.
- Spoke with attorney and received legal opinion regarding HOA dues consolidation.

**7. Committee Reports/minutes**

**A)** Architectural Control Committee - No report

**B)** Finance - No report

**C)** Grounds

- i. **Approval of New Landscape Contractor/Agreement:** The Agreement was signed by Joe Jackowski and will be sent back to NLS.
- ii. **Approval of quote for tree removal in common areas:** The Board reviewed and discussed the quotes presented. The following Motion was made, seconded and passed unanimously: *The Board approves the amount of \$3200 for tree removal and the Grounds Committee can choose which vendor to provide services.*
- iii. **Approval of quote to clean Foxglove retention pond:** The Board reviewed the quote presented and is requesting the Grounds Committee obtain additional quotes for review.

**D)** Security

- i. PCSD Agreement - discussion moved to item 9G

**E)** Riding Club - No report

- F) Technology+Communication Committee
  - i. Rick Meeder reviewed the Traffic Survey with the Board.
- G) Physical Plant - No report
- H) Emergency Preparedness Committee - No report
- I) Nominating Committee
  - i. This item will be tabled until October meeting.
    - Site Manager to contact Russell Tanner in regards to when he will be giving up his vote.
    - Site Manager to prepare and send out email and flyer for nomination requests.

## 8. Treasurer's Report

- A) i. The August 2018 financials were reviewed/discussed:
  - John Flaherty reported that the net income is better than budgeted.
  - ACC review fees will not continue as steady, as there aren't many more lots to build out.
  - Reserve account is in good shape.
  - Finance Committee recommended putting \$300,000 into treasury CD's.
- ii. Delinquent Accounts:
  - Rowan account has been paid in full.
  - CWGCC past due account was discussed. Brent Cohen stated he would have the account paid in full by end of November. Site Manager to research what format they receive their invoices in and how often.
- iii. 2019 Budget process:
  - John Flaherty reviewed the budget process and where he is in this process.
  - John Flaherty will have the draft of 2019 budget to the Board for review by November 1st and to be approved by November 5th.

## 9. Unfinished Business

- A) **Solicitation Policy Draft:** A lengthy discussion was had on this subject. It was decided that Sue Barrett will add a few other suggestions to the policy draft and email to the Board for review.
- B) **Return of \$1500 to Jeff Mehlert - Reforestation:** The Board asked that this item be removed from the agenda.
- C) **4th of July update on Fireworks - concerned residents:** The Board reviewed emails/comments sent by Canterwood residents. The Board stated that this policy will be revised and brought back to agenda after first of next year for further discussion.
- D) **CDC Deeding:** The Board stated that they will not sign any documents deeding CDC property to the HOA without a discussion. Joe Jackowski stated he will email Russell Tanner stating what the HOA's concerns are. Joe will then report back.
- E) **Golf Cart Policy:** The Board discussed this policy at length. Sue Barrett will update this policy as discussed. In the meantime, Security to keep an eye out for underage drivers of golf carts. If spotted, obtain name and address and report to the HOA office.
- F) **Policy on damage to Common Areas: This item will be Tabled until next meeting.**
- G) **Decisions on next steps with Traffic Issues:**
  - A discussion was had regarding the visibility of an officer on random basis in Canterwood. The Board will select a date randomly and schedule officer to come in. The following Motion was made, seconded and passed unanimously: *To have an officer come in once or twice on random dates, then evaluate if this was a success.*
  - It was suggested that the word STOP be added to the STOP bars at intersections of Canterwood Dr & 53rd and Canterwood Dr & Foxglove. Site Manager will obtain price quotes for this.

## 10. New Business

- A) **Graf attorney letter:** This item discussed in the President's report.
- B) **Sale of Canterwood Water Co to Peninsula Light Co:** All of Canterwood residents received notice of this sale. The sale has nothing to do with the Canterwood HOA.

- C) **Annual Meeting Documents and Meeting date:** The new meeting date is Tuesday, December 11, 2018. The HOA staff will begin updating and working on all documents for this mailer.
- D) **Lot Consolidation and Consolidation of Assessments: This item will be Tabled until next meeting.** Site Manager to check for other residents that own more than one lot and verify if paying dues for one or two lot.
- E) **Osprey Trail access:** This matter was discussed by the Board. It is suggested that the Board/HOA schedule a meeting with the residents from this area to discuss their concerns. Paul Gift and Sue Barrett will work with Site Manager to schedule this meeting.
- F) **Gate Clicker access regulations & policy discrepancy:** Sue Barrett will review, update the policy and send to the Board for review.
- G) **Lot line discrepancy at Resident Gate & Homeowner Arnold:** Board has approved for a survey to be done to find property lines between these areas.

- **Plaque/Sign at Foxglove Park:** *A Motion was made, seconded and passed unanimously to approve the purchase and placement of new park plaque/sign.* Sue Barrett will contact the Grounds Committee and have them begin the process of getting proofs and purchase plaque/sign.

#### 11. **Adjournment**

- Meeting was adjourned at 6:45PM
- Next meeting is scheduled for Tuesday, October 23, 2018