**Canterbury Glen Homeowners Association**

*Meeting Minutes*

*September 10, 2018*

*7:00 PM*

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| **Attendees:** |  |
| Brett Meyers | *President* |
| Steve Wells | *Treasurer* |
| Cindy Eckert | *Secretary* |
| James Rogers | *Member at Large* |
| Sina Taylor | *ACC Committee* |
| Stacy Patrick | *Resident* |

*\*action items indicated by* ***bold*** *font*

* Secretary Report approved as presented and accepted. No comments.
	+ Stacy noted appreciation for new business items discussed at the previous meeting.
* Treasurers Report approved as read and accepted.
	+ Recent expenditures: One estoppel fee paid, standard bills, social committee expenditure, and community mailings.
	+ Estoppel Certificate: when a property is sold, this form is used to make sure the property is up to date on their fees. In the past, the Board has been using the forms provided by the title company/agency requesting information. Any Board member can sign an estoppel. It does take significant time to calculate fees, if fees are due. Steve thinks that a standard form should be implemented and has created a form and fee using language from the Florida Statute. **Board to review and make a decision at the next meeting.** If approved, will post on the website and make it effective January 1, 2019.
	+ Federal Taxes – HOA formed in 1994 and has been registered with SunBiz. HOA are required to file Federal Taxes per Florida Statute. A CPA has been consulted. If the Board wants to further investigate this matter, we can hire him to assist. He would first contact the IRS CPA anonymously and ask generally about our situation for $150. The Board can then review our options and decide how to move forward. If we chose to file, the Board could give the CPA an IRS Power of Attorney to move ahead as we deem necessary.

Stacy – her experience is IRS is very forgiving. Percy, friend of Stacy’s, gave the Board a quote of $250 per year to file Federal Taxes for the HOA.

Steve moves for the Board to proceed with the CPA contacting the IRS CPA and generally inquiring about our situation. Brett supports the motion, Cindy seconds the motion. James also supports the motion.

* + Balance on hand (checking) as of August 31 is $5,245.90.
	+ Reserve Pool Account balance of $33,997.67 as of August 31.
* ACC Report:
	+ Have not had a walk about due to summer vacations.
	+ Have added items to Newsletter to keep up the awareness of exterior maintance.
	+ Looking for additional volunteers to join the ACC. Louise and Cameron have voiced interest in joining the ACC.
	+ If two out of three ACC members do a walk about or meet to discuss ACC matters, there is a quorum and would have to meet those requirements.
* Crime Watch Committee:
	+ No update. No recent crime reported.
* Social Committee:
	+ Halloween Festivities – Lindsey and Shannon are coordinating with Terri to have the party at Isbell cul-de-sac for the weekend before Halloween. Further information to be posted once finalized.
* Old Business:
	+ Tree trimming along front wall – Lowery’s has not yet cut the trees because still acquiring equipment. Board will also verify that he is properly licensed and insured.
* New Business:
	+ Halloween Festivities – discussed previously
	+ Federal Taxes – discussed previously
	+ Maintenance of Front Landscaping – Susan, who has been volunteering to maintain the front planter will no longer be able to. The ACC and Board will keep maintaining it on a volunteer basis. Sina has ideas about preparing planter for fall and transition to Christmas season poinsettias. **Cindy to request all needed volunteers via Facebook, the webpage, and word of mouth.** Consider flyers if more response needed.
	+ HOA Meeting Rules of Order – Steve has researched guidelines to use to help Board develop a standard for meetings. **Steve to develop draft for** **Board to review and discuss further at next meeting.**
	+ Discuss amending the Declaration of Covenants, Conditions, Restrictions and By-Laws of Canterbury – Board plans to develop hand-off packages for each position.

Stacy – By-Laws need to be changed because Audit needs to be performed every year, which cost about $5,000 each according to the quote Stacy got. When changing by-laws, the Board can also change other by-laws that they deem necessary.

Board will prioritize Federal Tax actions before investigating amending By-Laws.

* Open Discussion
	+ Residents have voiced interest or concern that a management company may be needed due to the increased demands on the Board, which would likely double the current annual fees. The Board will continue to operate without a management company until necessary.
* Next meeting – November 26, 2018 at 7:00 p.m.
* Meeting adjourned at 7:58 p.m.