

Canterbury Glen Homeowners Association

Meeting Minutes

July 16, 2018

7:00 PM

Attendees:

Brett Meyers	<i>President</i>
Steve Wells	<i>Treasurer</i>
Cindy Eckert	<i>Secretary</i>
James Rogers	<i>Member at Large</i>

action items indicated by **bold font*

- ❖ Secretary Report approved as presented and accepted. No comments
- ❖ Treasurers Report approved as read and accepted.
 - Received three outstanding dues which leave three delinquent payments: One is currently under foreclosure and the other two will receive reminder letters.
 - Lowery's still has not cut the front trees. He is awaiting equipment. Steve will check with Lowery's on timing. If Lowery's not responsive or able, Steve will check with another vendor if within the original budget.
 - Balance on hand as of June 30 is \$7,414.40.
 - Reserve Pool Account balance of \$33,995.97 as of June 30.
- ❖ ACC Report:
 - No representative present to provide update.
 - Walk about performed about a month ago.
 - Steve has ACC archives in a file box. Would like to hand off to ACC member.
- ❖ Crime Watch Committee:
 - Have heard of recent car theft. Likely same summer/historic activities.
- ❖ Social Committee:
 - Successful Fourth of July Parade.
 - Next event Halloween party.
 - Friday night neighborhood gathering may be organized to use the rest of

the hot dogs.

❖ Old Business:

- Tree trimming along front wall – discussed previously
- 4th of July Parade/Block Party – discussed previously

❖ New Business:

- Discuss obtaining directors and officers insurance.
- Discuss Federal Taxes
- Discuss Hightail Document Retention: Plan to save documents on google drive, which is already established. Max free storage is 15GB. Other payment terms are very reasonable, once we reach the max storage. James has started organizing the files. Board will review requirements on which documents need to be available to the public all the time or only available upon request. Steve to review requirements to verify if they have to be available all the time or only available upon request.
 - Required documents:
 - Meeting minutes from the past 7 years
 - Community plat describing common areas (ponds, entrance wall, easements)
 - Association By-Laws
 - Articles of Incorporation and Amendments
 - Declaration of Covenants and Amendments
 - Current Rules of the Association
 - Member roster with addresses
 - Insurance policies
 - Contracts (pond maintenance and landscaping)
 - Financial records from the past 7 years (bi-monthly updates from meetings and tax documents)
 - Disclosure summaries – recognition by home buyers that the Community has an HOA.
 - James created folders for the meeting minutes and newsletter. Cindy and Steve to begin populating for other categories.
- Discuss amending the Declaration of Covenants, Conditions, and Restrictions of Canterbury – Board to investigate further.

❖ Open Discussion

- Steve to install new neighborhood watch sign before next meeting.

❖ Next meeting – September 10, 2018 at 7:00 p.m.

❖ Meeting adjourned at 7:57 p.m.