

Canterbury Glen Homeowners Association

Meeting Minutes
November 29, 2021
7:00 PM

Attendees:

Brett Meyers	<i>President</i>
James Rogers	<i>Vice President</i>
Jenny Dinh	<i>Treasurer</i>
Cindy Eckert	<i>Secretary</i>
Steve Wells	<i>Member-at-Large</i>
Sina Taylor	<i>ACC Committee</i>
Terry Waites	<i>ACC Committee</i>
Dennis Monefeldt	<i>Resident</i>

❖ Secretary Report

- Secretary report approved as read and accepted.

❖ Treasurer Report

- **Jenny to change title of Profit and Loss page since HOA is non-profit organization.**
- Dennis: What type of audit is performed? HOA by-laws require an audit. Audit by a certified accountant will be costly and is not typically performed. Other HOA members perform internal audit. This item will likely be one of the covenant update items. By-laws include that a resident could choose to review the books at any time, which the Board plans to keep. **Cindy to compile a list of covenant revisions to discuss and for future action. Cindy to compile a list/record of Board Motions, starting with current date forward.**
- Rodriguez paid off dues in full. Estoppel fees help to off-set additional/unplanned HOA expenses. The two accounts receivable remaining are multiple years delinquent.
- Remaining funds in checking account as of November 9 is 2,806.78.
- Reserve account balance as of November 9 is 27,247.01.
- Review of the 2022 Budget:
 - Includes the same line items as 2021 plus one new line item.
 - Budget proposed does not include early payment discount.
 - Expenses: Budget presented does not include any increase in 2021

cost for landscaping, pond maintenance, or insurance. Added a new line item for legal resource and/or filing fees for filing liens or other delinquency costs. For example Gardener bankruptcy caused the debt to HOA to not get paid. **Jenny to look into online resource for HOA legal advice and cost, preliminary research has shown estimated cost of \$1,000 per year. Jenny to increase other budget expenses by 5%.**

- **Jenny to increase insurance estimate by \$400**, as has been the trend for the past 3 years.
 - Per the HOA Covenants and By-Laws, the Board is allowed to increase HOA fees by 10% without community approval, which would be \$300 annual. *Jenny makes motion to increase dues 9% to \$300 per year and suspend early payment discount until further notice to cover increasing expense and inflation. Motion unanimously accepted (Brett, James, Cindy, and Steve).*
- ❖ ACC Report:
 - Follow up walk through planned for December 6.
- ❖ Crime Watch Update:
 - No update.
- ❖ Social Committee Report
 - Event to be planned to view Christmas lights, have hot chocolate and cookies, and view a movie on lawn at the Meyer's residence, on December 18 to coincide with Christmas Light Judging.
- ❖ Old Business
 - 1. Front Wall Lighting – No repairs performed.
- ❖ New Business
 - 1. Discuss sending out dues letter - **Cindy and Jenny to coordinate on draft dues letter to send to Board for approval.**
 - 2. January Elections – **Cindy to post request for volunteers on Facebook group.**
 - 3. Christmas Light Judging - Christmas light contest judging will occur on December 18. **Cindy and Jenny to coordinate for prize money.**
- ❖ Open Discussion
- ❖ Next meeting – January 31 at 7pm. **James to reserve room.**
- ❖ Meeting adjourned at 7:58 pm.

***Bold indicates an action item**

**Italics indicates a motion to be entered on Board Motion log*