**Canterbury Glen Homeowners Association**

*Meeting Minutes*

*May 22, 2023*

*7:00 PM*

**Attendees:**

James Atkinson President

James Rogers Vice President

Jenny Dinh Treasurer

Brett Meyers Secretary

Terri Waites Member at Large

Sina Taylor ACC Committee

Brendan Drennen ACC Committee

Kristi Watts Resident

James Atkinson called the meeting to Order at 7:07 pm.

* Secretary Report
	+ The Board reviewed minutes from the prior minutes. Terri Waites made a motion to accept the minutes from the prior meeting. James Rogers seconded motion. All in favor.
* Treasurer Report
	+ The Board reviewed revenues and expenses. The HOA insurance cost increased by $940 compared to last year. James Atkinson will obtain other insurance bids.
	+ The HOA’s CPA completed the 2019, 2020, and 2021 tax returns. The CPA filed an extension for 2022 taxes.
	+ The Board discussed the Escrow fee charged to homeowners when selling their home. James Atkinson made a motion to raise the Escrow Amount to the allowed cap amount. Brett Meyers seconded the motion. All in favor.
	+ Jenny Dinh reviewed the balance sheet. The HOA is currently on budget for the year. Jenny Dinh will prepare a forecasted budget for the remainder of the year.
	+ 64 out of 66 homes have paid 2023 annual dues to date.
* ACC Report:
	+ The ACC conducted a walk-through on March 29th. Violation letters were sent out.
	+ The ACC conducted a second walk-through on May 17th. 2nd violation letters were sent out. Less than 20 homes received 2nd violation letters.
* Crime Watch Update:
	+ No recent crime activity reported.
* Social Committee Report
	+ 4th of July event will not take place this year due to the holiday occurring on a Tuesday.
* Old Business
	1. By-Law and Covenants workshop. Board briefly discussed and will be tabled until next meeting, as time permits.
	2. No new news for the Upper Tampa Bay Trail.
* New Business
	+ The Board discussed replacing the sandwich board and/or letters. The Board will discuss this further at the next meeting.
* Open Discussion
	+ The board briefly discussed replacing the front entrance wall signage. The Board will discuss this further at the next meeting.
* Next meeting – Monday July 17th, at 7pm. Location is TBD.
* The meeting was adjourned at 8:19 pm.