

Canterbury Homeowners Association  
Board of Directors Meeting Minutes  
**January 13, 2020 @ Clubhouse**

Meeting called to order by John Huntsman, President at 5:02 pm.

**Attendance:** Amanda Cervantes, Vice President; Pat Halverson, Secretary; Christa Herring Treasurer, Linnea Mellinger with Z&R Property Mgmt. was in attendance. Absent: Ron Barker, Maintenance.

**Homeowners in attendance:** Bev Huntsman.

**Homeowner Forum:** No concerns.

**Hearing:** Owner responded to letter. The Board reviewed and from that made changes to the rules regarding the color of flowerpots and size. Please see attached. With regards to other items, it is the owner's responsibility to report anything that they see in violation to management.

**ACC Requests:** None.

**COMMITTEES:** We still need a backup for Carol Flynn on the club house reservations. If someone can help that would be greatly appreciated, for now John will assist when needed until another homeowner volunteers.

**Meeting Minutes:** November minutes were approved prior to the meeting. Minutes will be distributed and will also be posted on the Web site: [www.canterburycs.com](http://www.canterburycs.com).

**Financial Report/December**

**Total Assets: \$86,106 (Cash Operating balance PLUS Reserves Balance PLUS Accounts Receivable)**

Accounts Receivable --\$5,165

Cash Operating balance --\$9,044

Reserves balance --\$71,897

Expense Comparison Statement: Total operating expenses-9,403

Year-to-Date Expenses: \$143,431-under budget \$4,329

**Comments / Questions:** Reviewed end of year Cash Operating, Pat made a motion to move \$5000 to Reserves, Amanda seconded(4/0). Legal was reviewed, unit that was in arrears has sold and monies were collected at closing. Other accounts were discussed, will continue to monitor. Approved (Herring/Cervantes 4/0)

**Check Register: December 2019**

Check #	Check Date	Vendor #	Vendor Name	Trx #	Invoice #	Invoice Date	Invoice Amount	Check Amount
Total								4861.28
662	12/18/2019	252152	Z&R Property Management	11158	1119A	12/09/2019	956	955.69
663	12/18/2019	252159	City of Colorado Springs - Stormwater	11159	48004292 DEC 19	12/01/2019	66.99	66.9
664	12/18/2019	252175	Waste Management of Colorado Springs	11160	6446409-2528-0	12/02/2019	363.12	363.12
665	12/18/2019	252176	Ace Print Inc	11161	17372	11/30/2019	52.72	52.72
666	12/18/2019	252183	Altitude Community Law	11162	Dec-19	12/11/2019	100	100
667	12/18/2019	253100	Green Thumb Maintenance	11163	2938	12/10/2019	2736	2736.25
668	12/18/2019	252160	John Huntsman	11165	DECEMBER 2019	12/18/2019	4.32	4.32
669	12/31/2019	252189	Colorado Springs Utilities	11185	11/18/19 - 12/18/19	12/19/2019	344.78	344.78
670	12/31/2019	252194	CM Robinson Contracting, Inc.	11186	17230	12/27/2019	237.5	237.5

**FYI:**

1. Just a reminder that the dues for 2020 are \$325.
2. The Holiday décor was great to see in the community, thanks to all who decorated.

3. Welcome to all the new homeowners! Massine and her daughter. Breanna and Glenda Schwartz and Michael Rooney.

**President:**

1. Owner reports that on a social media outlet North Carefree and Old Farm have been hit and a white dodge stratus was noted to be a possible suspect with regards to mail theft.
2. Mailboxes have been tampered with, with one or more owners having mail taken. Please take the necessary steps to protect your mail and report any theft as stated in email and flyer sent out.
3. Please check your unit for any woodpecker damage. Thank you.

**Vice President:**

1. A light is out at 4843. Amanda will get it taken care of.

**Maintenance Report:**

1. Clubhouse furnace- fall maintenance was completed.
2. Mailbox post replaced at unit 4984.
3. Railing to front steps at 4974 repaired.
4. Please watch, look for woodpecker.
5. Tall Timbers did deep root watering and did a really good job.

**Management Report:**

1. Moon Construction proposal was reviewed. The work at 4974 has already been completed. Board approved the other items. CM Robinson will take care of trim work at 4974. (Halverson/Herring)
2. Tall Timbers revised bid was reviewed and approved to remove the fir tree. (Cervantes/Herring)
3. Siding repairs, Siding Pro was asked to bid 5036. He is not able to do small jobs due to his workload, but happy to do large projects. Chris submitted a bid and it was approved by the Board.

**Old/New Business:**

1. 5032 with there being no more signs of termites Linnea will get with Terminix to get repairs done through them.
2. HOA information sheet- put phone number in first paragraph and contact protocol, remove mailbox section, isn't relevant to Association. Pets remove weight.
3. Trash service was reviewed. Owner had problem with trash getting picked up. Linnea will ask the owner to check door to ensure it's not sticking as this may be the reason for it not getting picked up.
4. Linnea's vacation and contact person. Front desk is able to help with routine items. Darren can assist with any urgent matters, roof leak, sprinkler break, anything needing immediate attention.
5. The Board discussed the rules and regulations with what owner brought up about flowerpots and also with another item that was discussed in the past with regards to the weight of pets. Board unanimously approved the changes to rules. Please note the following changes:
  - Planters/flowerpots- may be of different colors. Large excessive sizes must be approved by the ACC. *Please adhere to all other rules with regards to maintaining pots.*
  - Pet weight- the board has approved to no longer have a weight limit. *Please adhere to all other rules regarding pets, 2 limit, leash, clean up etc.*

**Adjournment:** A motion was made to adjourn. Cervantes/Herring (4/0). Meeting adjourned at 6:30 pm. Next meeting is scheduled for February 10, 2020 at 5:00 PM.

Meeting minutes by Linnea Mellinger at the direction of the HOA Secretary:



Linnea Mellinger

Date: January 15, 2020