

Canterbury Homeowners Association
Board of Directors Meeting Minutes
September 9, 2019 @ Clubhouse

Meeting called to order by John Huntsman, President at 5:05 pm.

Attendance: Amanda Cervantes, Vice President; Ken Lustig, Treasurer; Pat Halverson, Secretary and Ron Barker, Maintenance. Linnea Mellinger with Z&R Property Mgmt. was in attendance.

Homeowners in attendance: Bev Huntsman.

Homeowners Forum: John had a question about their previous Satellite Dish approval and whether they can use that or if they need to submit a new request and get approved. Board approved using past approval letter.

ACC Requests: 4811- Request for Light Filtering shade, light brown and carpet over back patio. *Approved.*
4926 – Install gas insert into existing fireplace, replace termination cap on top of chimney. *Approved.*

Meeting Minutes: August minutes were approved prior to the meeting. Minutes will be distributed and will also be posted on the Web site: www.canterburycs.com.

Financial Report/August

Total Assets: \$73,836 (Cash Operating balance PLUS Reserves Balance PLUS Accounts Receivable)

Accounts Receivable --\$4,084

Cash Operating balance --\$4,462

Reserves balance --\$65,289

Expense Comparison Statement: Total operating expenses-\$16,478

Year-to-Date Expenses: \$101,097-under budget \$192

Comments / Questions: Legal has been reviewed and will continue to monitor accounts. Linnea mentioned that with insurance being paid online the renewal fee was paid but that Farmers has already refunded \$3000 + and it will be applied back to Insurance. Approved (Cervantes/Halverson 5/0)

Check Register: August, 2019

Check #	Check Date	Vendor #	Vendor Name	Trx #	Invoice #	Invoice Date	Invoice Amount	Check Amount
Total								8503.77
618	08/15/2019	252152	Z&R Property Management	10804	0719A	08/10/2019	943.28	943.28
619	08/15/2019	252153	SavATree	10805	6471779	08/01/2019	414	414
620	08/15/2019	252159	Colo. Springs- Stormwater	10806	48004292 AUG 19	08/01/2019	58.8	58.8
621	08/15/2019	252172	American Printing & Copying, Inc.	10807	29536	08/08/2019	43.3	43.3
622	08/15/2019	252176	Ace Print Inc	10808	17179	07/31/2019	103.96	103.96
623	08/15/2019	252175	Waste Mgmt.	10809	6398705-2528-9	08/01/2019	363.68	363.68
624	08/15/2019	252183	Altitude Community Law	10810	8576 AUGUST 2019	08/10/2019	350	350
625	08/15/2019	252260	Hot Tub Heaven, Inc.	10811	13084	08/12/2019	688.24	688.24
626	08/15/2019	253100	Green Thumb Landscape	10812	2373	08/02/2019	1375.29	1375.29
627	08/23/2019	253255	O'Donnell Agency, Inc.	10824	C00000682	08/23/2019	1049	1049
628	08/28/2019	252189	Colorado Springs Utilities	10829	7/18/19 - 8/18/19	08/19/2019	2917.2	2917.2
629	08/28/2019	252516	Acme Fire & Safety Equipment Co Inc.	10830	91013	08/19/2019	197.02	197.02

FYI:

1. The pool is closed for the season- if you have personal items being stored in clubhouse please remove, the Association is not responsible for any lost items.
2. **Termites- please check through your home for any signs of termites. We have had one home that has signs of termites.**

Vice President: Seeking candidates for upcoming board opening. If you are new to the community it is a great way to find out how the Association works, how things are prioritized etc. and it is a great way to serve the community you live in.

Treasurer: Clarification with regards to charcoal grills, please ensure that you have the grill out away from your unit, do not use charcoal grills on decks and be attentive to the fire at all times. Propane or electric grills are highly recommended.

Maintenance Report:

1. Fire Extinguisher that was recommended by insurance company is installed in breezeway.
2. Fire hydrant testing is complete.
3. 5008 deck has been finished and believe the problem with water pooling under floorboards is resolved.
4. Will look at doing 1 of the open decks a year with trex decking. Stairs will stay wood so that permits do not need to be pulled.
5. 4843 Mailbox post locates are being done and then will be repaired.
6. Lights in restrooms have all been replaced and working as needed.
7. 5012 handrail will be sanded and painted.
8. Sprinkler valve leak in pool area. Green Thumb will be contacted to take care of.
9. John mentioned issue with 4918 dryer vent and that the roofing company called him and not the owner. Linnea will contact Neekoh and ask that it be scheduled on the weekend.

Management Report:

1. Paying back Reserves for insurance. This was discussed and was agreed \$2000 will be paid back to Reserves for insurance.
2. Termites-Linnea has not received an update but will be following up with Terminix.
3. Hedges on East row of homes and Juniper bushes- the hedges were trimmed back and Jason from Green Thumb states that the hedges and junipers will be added to the contract. Linnea requested a bid for doing bonsai cut to all the junipers between driveways.
4. Tree contract- along with SavaTree bid Linnea has asked for Tall Timbers to provide a bid as well.

Old/New Business:

1. Pool is scheduled to be repainted once the pool is drained. Sam, from Hot Tub Heaven, came in at the beginning of the meeting to discuss that the pool will need to be finalized with winterizing once it is painted and then will fill with water as needed.
2. Annual Meeting- Will have sign-up sheet for committees. Will eliminate Homeowners project since it has not had any interest in last 3 years. Discussion on reports that board will give. John will call renters to let them know of the Annual meeting. Linnea will have ballots for both the Budget and Board position vote. Set up for meeting, the board will come at 5PM to set up.

Adjournment: A motion was made to adjourn. Lustig/Cervantes (5/0). Meeting adjourned at 6:25 pm. Next meeting is scheduled for October 14, 2019 at 5:00 PM.