

CANTERBURY PARK HOA

BOARD OF DIRECTORS MEETING

March 23, 2021

MINUTES

- I. CALL TO ORDER:
 - a. The monthly Board of Directors Meeting of the Canterbury Park Homeowners Association was held March 23, 2021 and called to order at 6:01 pm via ZOOM. Board Members present were David Kuhns (David) and Judy Aguilar (Judy). Tom Sandler (Tom), and Eric Anderssen. The membership was invited to via ZOOM as well. Mike Workman was present representing Weststar Management Corp.
- II. HOMEOWNER FORUM: There was no information presented to the Board from the membership.
- III. MEETING MINUTES
 - a. The meeting minutes from the February 23, 2021 board meeting were presented for approval. A motion was made by Tom and seconded by Eric to accept the minutes as presented. The motion passed without objection.
- IV. FINANCIAL STATEMENTS
 - a. The board discussed the financial statements from February 28, 2021. It was noted that there reflects a \$3000 income to date. The water was over budget for the month but there has been significant progress on the Accounts Receivable. It was recommended that the board write off the owed to reserve from operating of \$25,000. The money was taken from the reserve account to pay for snow removal overages in March of 2020. Tom made the motion to write off the \$25,000, seconded by Eric. All approved. The board accepted the financials for February 2021.
 - b. Attorney Status Report – The board tabled this item for the executive session.
 - c. Accounts Receivable for February – The board tabled this item for the executive session.
 - d. Other – No new financial business was presented to the board.
- V. OLD BUSINESS
 - a. Irrigation water audit: An update will be provided by the end of the week.
 - b. Annexation of unit 7501 Norfolk– This item was discussed during Executive Session.
 - c. Save-A-Tree: It was reported that management is waiting on the bid from Save-A-Tree. It was asked that another arborist be called to have the trees looked at.
 - d. Other – No other old business was presented to the board
 - e. Irrigation Water Audit – It was reported that the Metro District does not do annual water audits of the irrigation system. Once it is done, they do not do another one. No audit is required.
 - f. Annexation Update – The final paperwork has been approved and management is waiting for the documents to be signed. Once received, they will be filed by the attorney.
 - g. Save A Tree – It was reported that a conference call has been set with Jason Kliensmith to discuss the project on 3-24-2021. Updates to follow.
 - h. Amended Documents – It was reported that 32 ballots were received as of 3/23. There were very few questions on the documents, more on the process.
 - i. Other –
 - i. Speed Breakers: The board discussed speed breakers in the community. Due to the snow removal and potential damage to the breakers, it was decided to not have these installed. However, the board did determine that speed limit signs and warnings need to be posted around the community.
 - ii. Capitol Reserve Study: A bid from McCaffery Engineering was presented for \$1500 to update the communities reserve study. The board discussed the bid and requested that another bid from

CANTERBURY PARK HOA

Aspen Reserve Specialists. Both are to be presented to the board at the next meeting for review and consideration.

VI. NEW BUSINESS:

- a. Slip and Fall: The board discussed a slip and fall incident that occurred on the property. It was reported that the owner was contacted via email. The owner has not responded. This item is tabled unless the owner comes forward with an official claim. Remediation of the icy area was done immediately after the owner contacted management.
- b. Appfolio: The manager explained the new management and homeowner portal software. A presentation of the software and walkthrough of the owner's portal was conducted.
- c. Work Order History Report: The board was presented with the work order history for the last month.
- d. Other: It was reported to the board that there was some damage to the asphalt from the front loaders. CDI will be contacted regarding repairing the roads.
- e. Other: No other new business was presented to the board.

VII. CORRESPONDANCE:

- a. Violations: No new violations were reported
- b. Other: No new other correspondence was presented to the board

VIII. COMMITTEE REPORTS:

- a. Committee Reports: No new information was presented to the board.
- b. Calendar: The community calendar was presented to the board for review.
- c. Other: No new other reports were presented to the board.

IX. ADJOURNMENT

- a. Hearing no further business before the board, a motion was made by Tom and seconded by Eric to adjourn the March 23, 2021 board meeting at 6:52pm.

The board reconvened in Executive Session.

Minutes Prepared by: Mike Workman | CMCA, AMS; with Weststar Management