

CANTERBURY VILLAGE COA

Board of Trustees Meeting

Tuesday, June 24, 2025, at 6:00 p.m.

2586 Greenside Dr. Beavercreek, OH

Minutes

1) **CALL TO ORDER / ATTENDANCE:**

- a. The regular meeting was called to order by David Franklin, President/Treasurer, at 6:03 p.m. at the location noted above. Board Members in attendance were Bill Telzerow, Board Member Kim Dilts, and Board Member Ann Hasbach. Keith Simpson, a Board Member, was not in attendance. Eric Ernst with Eclipse was also present.

2) **REVIEW AND APPROVAL OF MINUTES:**

- a. The minutes of the Board of Trustees meeting held on May 20, 2025, were presented for review and were previously approved.

3) **REVIEW AND APPROVAL OF FINANCIAL REPORTS:**

- a. The draft financial report for May 2025 was presented for review. Eric Ernst with Eclipse reviewed the financials and delinquencies, focusing on 2591 Greenlefe Drive, 2536 Greenside Dr, and 2568 Greenside Drive. He outlined the collection process and current balances. He also reminded the board that Validation Letters were submitted to the approval flow in AppFolio. Kim Dilts moved to accept the financial reports as presented. Bill Telzerow seconded. All were in favor, and the motion carried.

4) **MANAGEMENT REPORT:**

- a. **Violation Report** – Eric Ernst with Eclipse reviewed the violation report. 2536 GS was contacted previously by phone; however, violations still exist. Violation notices will be sent with a \$50 fine for each.
- b. **Architectural Report** – No applications to review. However, 2609 GS had an application for an awning that was approved in AppFolio. The board asked that the owner be reminded that any damage from holes and alterations to the building be assessed to the owner.

5) **OLD BUSINESS:**

- a. Acer Landscaping will arrange to roll on some blacktop sealer for a list of driveways that were damaged by the snow plowing over the winter. They need 3-4 days, depending on temperature and sun exposure. The board requested that 2573 GS be added to the GL section when completed.
- b. The board discussed the 4 addresses needing concrete steps fixed. Star City was out this morning, and a quote will be put in the approval flow. Star City is scheduled for the week of August 24th. Eric Ernst with Eclipse will notify the 4 owners by email about the upcoming project.
- c. The board approved gutter cleaning with Gutter Kings in the approval flow. However, they asked Eclipse to clarify the quote based on areas with gutter guards and no trees. The project is scheduled for June 26th.
- d. The board inquired about the irrigation repairs. Eric Ernst with Eclipse informed the board that a work order has been issued to Sunrise Irrigation. Irrigation repairs are approved and completed. The Board requested that owners be notified not to put their trash containers on the grass covering any irrigation heads.
- e. Statewide Roofing -2575 Greenleaf-Mortar Issues - \$300. This proposal has been approved, and a work order has been issued. Statewide Roofing is monitoring this project to make sure there are no leaks before invoicing.
- f. 2533 Greenside Drive- Window installation and repair are complete.
- g. The board requested to know when Go2-pros will renew the rest of the termite bait traps. They also requested to know ahead of time when Go2Pros will be onsite. The project is scheduled for July 1st.
- h. The board wants to work on overall improved communication between owners and management.
- i. Bill Telzerow, President, stated that he is looking for someone to assist with the next Newsletter.
- j. Eric Ernst with Eclipse scheduled the garage sale on the Apollo Calendar, which is on June 14, 2025.

6) NEW BUSINESS:

- a. 2519 GL- Gomes Contracting- Approved proposal enclosed in meeting packet. The project is complete. Painting is scheduled for June 23rd.
- b. Insurance claim for 2519 GL-Claim has been submitted along with maps and declarations. There is another window issue at 2519 GL, and this issue has been added to the insurance request.
- c. 2523 GL SavATree Letter-The root issue at the unit is complex. Eric Ernst with Eclipse will email the letter to the owner explaining the findings.
- d. Garage door painting-The board discussed whether or not owners should be responsible for painting their garage doors. There is a current color and code listed in the declarations, and the board discussed whether or not that should be changed or go with a different uniform color.
- e. Three car allowances- Declarations. The board is concerned with cars parking in the visitor parking lot and violating the Declarations. Renters at addresses 2568GL and 2532 GS are of concern. Eric Ernst with Eclipse will send Courtesy Notices to bring this matter to the owner's attention.
- f. Sonas – Spring list. The board will review the list to prioritize tasks. There is a need for a lift at the back of some of the Greenlefe units. The board wants to look at this area further.
- g. Landscape and Snow proposals- Eric Ernst with Eclipse will be in contact with several Landscape and Snow Vendors to get proposals for 2026 services and budget planning.
- h. Reserve Study- Eric Ernst with Eclipse will contact Reserve Advisers for a quote for a Reserve Study.

7) NEXT MEETING DATE:

- a. The next meeting will be held on Tuesday, July 22, 2025, at 6:00 p.m. at 2595 Greenside Dr.

8) ADJOURNMENT

- a. Ann Hasbach made a motion to adjourn, and Bill Telzerow seconded. There being no further business to be brought before the Board, the meeting was adjourned at 7:45 p.m.

Eclipse Financials - Balance Sheet

Properties: CNTB - Canterbury Village COA - Canterbury Village COA PO Box 750310 Dayton, OH 45475

As of: 06/30/2025

GL Account Map: CNTB GL Map

Level of Detail: Detail View

Account Number	Account Name	Operating	Reserve	Total
ASSETS				
Cash				
11000	Operating - First Citizens #4635	12,321.96		12,321.96
15000	Reserve - First Citizens #4643		88,897.03	88,897.03
	Total Cash	12,321.96	88,897.03	101,218.99
	TOTAL ASSETS	12,321.96	88,897.03	101,218.99
LIABILITIES & CAPITAL				
Liabilities				
	Total Liabilities	0.00	0.00	0.00
Capital				
RESERVE				
22000	Reserve Account Interest		114.67	114.67
23001	Reserve - General		88,782.36	88,782.36
	Total RESERVE	0.00	88,897.03	88,897.03
	Calculated Retained Earnings	-824.52	0.00	-824.52
	Calculated Prior Years Retained Earnings	13,146.48	0.00	13,146.48
	Total Capital	12,321.96	88,897.03	101,218.99
	TOTAL LIABILITIES & CAPITAL	12,321.96	88,897.03	101,218.99

Income Statement

Eclipse Community Management, LLC

Properties: CNTB - Canterbury Village COA - Canterbury Village COA PO Box 750310 Dayton, OH 45475

As of: Jun 2025

GL Account Map: CNTB GL Map

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Number	Account Name	Selected Month	Year to Month End
Operating Income & Expense			
Income			
40000	INCOME		
41000	Assessment	22,175.00	134,175.00
41600	Prepaid Assessment	-6.25	-146.25
42000	Operating Account Interest	0.60	3.79
44000	Late Fee	75.00	225.00
44100	Late Fee Interest Charge	34.75	37.75
48000	NSF Fees Collected	0.00	10.00
40000	Total INCOME	22,279.10	134,305.29
	Total Operating Income	22,279.10	134,305.29
Expense			
50000	RESERVE CONTRIBUTION		
51000	Reserve Contribution	2,850.00	-12,900.00
50000	Total RESERVE CONTRIBUTION	2,850.00	-12,900.00
60000	UTILITY EXPENSE		
61000	Electric	179.06	1,178.11
63000	Water / Sewer	90.81	451.26
64000	Trash	2,131.97	16,860.38
60000	Total UTILITY EXPENSE	2,401.84	18,489.75
70000	MAINTENANCE		
75000	General Maintenance	8,397.00	18,358.00
75500	Extermination	4,494.90	5,067.14
70000	Total MAINTENANCE	12,891.90	23,425.14
80000	GROUNDS		
81100	Landscape - Contract	4,010.00	24,060.00
81700	Irrigation - Contract	0.00	1,715.00
82100	Landscape - Non-contract	0.00	5,578.50
82700	Irrigation - Non-contract	2,241.00	2,241.00
84000	Snow Removal	0.00	4,000.00
80000	Total GROUNDS	6,251.00	37,594.50
90000	ADMIN		
91100	Professional Management	1,550.00	9,300.00
91400	Copies	0.00	88.60
91500	Postage / Mailing	63.82	527.91
92100	Insurance	0.00	55,788.41
93100	Legal	125.00	900.00
94100	Accounting	0.00	375.00
94302	Income Tax	0.00	671.00
94600	Corporate Transparency	0.00	400.00

Income Statement

Account Number	Account Name	Selected Month	Year to Month End
95000	Social Activities	0.00	12.00
98000	Bank Charge	0.00	-10.00
99999	Miscellaneous Admin	0.00	467.50
90000	Total ADMIN	1,738.82	68,520.42
	Total Operating Expense	26,133.56	135,129.81
	NOI - Net Operating Income	-3,854.46	-824.52
Other Income & Expense			
Other Income			
21000	Reserve - Transfer In	13,218.82	23,062.62
	Total Other Income	13,218.82	23,062.62
Other Expense			
30000	RESERVE EXPENSE		
33001	Reserve Expense - General	13,218.82	23,062.62
30000	Total RESERVE EXPENSE	13,218.82	23,062.62
	Total Other Expense	13,218.82	23,062.62
	Net Other Income	0.00	0.00
	Total Income	35,497.92	157,367.91
	Total Expense	39,352.38	158,192.43
	Net Income	-3,854.46	-824.52