

**CANTERWOOD DIVISION 12 STEP ASSOCIATION BOARD MEETING MINUTES OF
FEBRUARY 14, 2017**

A meeting of the Canterwood Division 12 STEP Association Board of Directors was held at the Diamond Community Management conference room on February 14, 2017. The meeting was called to order by President Lynn Singleton at 9:35 AM. The Board members in attendance at the meeting were Lynn Singleton, Greg Piacitelli and Bruce Schmitz. Also in attendance was Carol Burton of Diamond Community Management.

It was noted that the minutes of the annual meeting of the association held on November 15, 2016 had been previously approved by the board via e-mail and have been sent to the homeowners. The minutes will be formally approved by the homeowners at the 2017 annual meeting.

Secretary/treasurer Schmitz presented the financials for the month of January 2017. Two homeowners are two months behind on their monthly payments and several were late on the January payment. Lisa Dillon is following up with those who are late with their payments. **It was also noted that some homeowners are still paying the prior year monthly fee of \$101 and not the 2017 monthly fee of \$90. President Singleton will follow up with those with listed phone numbers who are not paying the correct monthly fee and a reminder will be sent to homeowners.** The annual maintenance costs will be over budget for the year because of the need to replace the bleach pump, repair the fan in the pump house, and increased bleach costs now that the bleach pump is working properly. The association accounts have been transferred to US Bank. The financial report was approved as submitted by DCM. A summary of the financials for the association through the month of November 2016 is as follows:

Assets

Division 12 STEP Association Operating Account	\$23,122.41
Division 12 STEP Association Reserve Account	\$63,716.19

Liabilities and Capital

Prepaid Assessments	\$5,772
Total Liabilities	\$\$5,772
Retained Earnings	\$84,855.78
Current Year Earnings/Loss	(\$3,789)
Total Capital	\$81,066.60

Total Liabilities and Capital \$86,838.60

The current late fee policy was reviewed by the board. Present Singleton commented that the other Canterwood STEP Association uses a 3 notice process for notifying those homeowners who are late paying their monthly fee. Three letters are sent on a monthly basis with the first two noting that the homeowner payment is late and, if necessary, the third letter stating that the payment is three months late and that a lien will be filed on the property if not paid immediately and the homeowner will be responsible for the payment of all related lien filing fees in addition

to the monthly late fees. The board voted to adopt this approach and the late fee policy for the association will be revised to reflect this change.

President Singleton gave a report on the equipment status within the pump house. The bleach pump had not been working properly and parts were ordered for repair. This repair was not successful and the board, via e-mail, approved the purchase of a new pump and have the pump supplier refurbish the old pump and have as a spare. The new pump was installed and is working properly. President Singleton reported that the bleach usage is approximately 2-1/4 gallons per day and monthly bleach costs are estimated at \$200/month. The flowmeter in the pump house has been disabled since it is not designed to be used with solids in the effluent. The exhaust fan in the pump house also failed and replacement parts have been ordered. President Singleton has cleaned up the overall interior of the pump house and installed mouse and rat traps. After the fan repair the pump house should be in good working order. President Singleton has personally done all the work on pump house repair and component replacement and is to be thanked for this work and the saving the association appreciable monies.

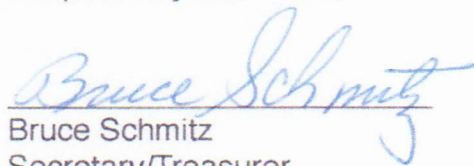
The board discussed the development of an association website for improved communications with the homeowners and for providing a single place for homeowners to obtain STEP System information. President Singleton indicated that he had talked to the other Canterwood STEP Association and that we could use their website framework and whatever content was appropriate from their website and that Steve Muretta, who developed the other STEP Association website, was willing to set-up and load our content into a website for the Division 12 STEP association. After discussion on the website content, the board approved monies to setup a website for our association. Once the content is loaded, the community will be provided the URL.

The board discussed the need for an RFP for outside company maintenance of the pump house and for periodic cycling of the valves in the pipeline that carries sewage to the City of Gig Harbor pipeline. The board decided to table the RFP for now to see how the pump house performs with the new equipment and until the board can identify the exact location the valves in the pipeline.

The board discussed a meeting with the Canterwood Development Company (CDC) that had asked for board approval of a letter to be sent to the City of Gig Harbor asking that they take over the responsibility for the sewer line that is currently owned by CDC and transmits sewage from a location within Canterwood to the City of Gig Harbor sewage line located adjacent to Canterwood Blvd. The board has many questions that must be answered before it is willing to sign the letter and has a meeting scheduled with CDC for 1:00 PM on 2/14/2017.

The board scheduled the next meeting for May 9, 2017 starting at 11:00 AM at the DCM conference room. The meeting was adjourned at 10:55 AM.

Respectively submitted,


Bruce Schmitz
Secretary/Treasurer