

**CANTERWOOD DIVISION 12 STEP ASSOCIATION BOARD MEETING MINUTES OF
MAY 9, 2017**

A meeting of the Canterwood Division 12 STEP Association Board of Directors was held at the Diamond Community Management conference room on May 9, 2017. The meeting was called to order by President Singleton at 11:25 AM. The Board members in attendance at the meeting were Lynn Singleton, Greg Piacitelli and Bruce Schmitz. Also in attendance was Carol Burton and Lisa Dillon of Diamond Community Management.

It was noted that the minutes of the February 14, 2017 Board meeting had been previously approved by e-mail from the board members and that the minutes had been sent to the homeowners.

Secretary/Treasurer Schmitz presented the financials for the month of April 2017. Two homeowners are delinquent on their monthly payments and six have continued to pay monthly fees at \$101 rather than at the 2017 rate of \$90. President Singleton will contact those homeowners to remind them of the revised monthly payment of \$90. The annual maintenance costs will be over budget for the year because of the need to replace or repair equipment in the pump house and for the increased bleach costs now that the bleach pump is working properly. For the year through April the association costs are over budget by \$486.56. The financial report was approved as submitted by DCM. A summary of the financials for the association through the month of April 2017 is as follows:

Assets

Division 12 STEP Association Operating Account	\$27,526.07
Division 12 STEP Association Reserve Account	\$63,729.27

Liabilities and Capital

Prepaid Assessments	\$5,913
Total Liabilities	\$5,913
Retained Earnings	\$84,855.78
Current Year Earnings/Loss	\$486.56
Total Capital	\$85,332.34

Total Liabilities and Capital \$91,255.34

After discussion, the Board voted to adopt the Canterwood STEP late fee template as a late fee policy. Mr. Schmitz will modify the current Division 12 STEP late fee policy to reflect the change. The revised policy and procedure will include three letters that 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 association insurance policy is due for payment in June 2017. The board requested DCM to inquire on whether a portion of the policy covering board members vehicles when driving on official board business could be cancelled and what is the cost and coverage for Directors/Officers insurance. The policy will be reviewed in detail when received from the insurance company and payment authorized by the board.

President Singleton reported that major portions of a website for Division 12 STEP are done and that a letter will be sent out to homeowners during the month of May indicating that the website is open to homeowners. Major work on the website was done by Steve Muretta, a former Canterwood resident, at no cost to the association. The board approved the purchase of a dinner gift card for him to express our appreciation for the work he has done.

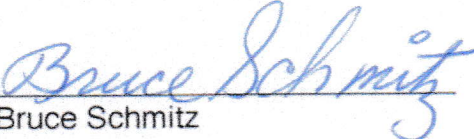
The current bleach tankage in the pump house is only capable of holding sufficient bleach for a month of operation. The board voted to approve larger tankage for the pump house so that we could go for a three month period before the bleach would need to be replenished and thereby reducing operating costs.

A Request for Proposal (RFP) is being prepared by the board for the maintenance of the pump house equipment, replenishment of the bleach every three months, for the location, repair if necessary and exercise of the shutoff valves in the line that transmits waste to a vault location on Baker Way and for the location and exercise of the 71 system shut-off valves from each homeowner lot. Once the current draft is finalized and approved by the board it will be sent out to interested companies for bid. Based on the bids the board will select a company to conduct periodic maintenance and repair on Division 12 STEP equipment.

At 1:30 PM the board met with a Canterwood Development Company (CDC) representative to discuss the disposition of a sewer line that is currently owned by CDC and carries sewage across Tacoma Power property from a vault on Baker Way to the city of Gig Harbor sewer line on Canterwood Blvd. Since the Canterwood housing development is almost complete, CDC desires to transfer ownership and maintenance of the line preferably to the city of Gig Harbor. of the line, preferably to the city of Gig Harbor. The Division 12 STEP Board plans to meet with Board members from the Canterwood STEP in the near future to discuss mutual concerns and plans for the planned disposition of this sewer line.

The board meeting was adjourned at 2:30 PM.

Respectively submitted:


Bruce Schmitz

Secretary/Treasurer