

CANTERWOOD DIVISION 12 STEP ASSOCIATION BOARD MEETING MINUTES OF JUNE 1, 2017

A special meeting of the Canterwood Division 12 STEP Association Board of Directors was held at the Diamond Community Management conference room on June 1, 2017. The meeting was called to order by President Singleton at 10:00 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 May 9, 2017 Board meeting had been previously approved by e-mail from the board members and that the minutes had been sent to the homeowners.

President Singleton reported on the status of the pump house. The new tanks have been installed and are operational. The new tankage gives a bleach storage of 250 gallons sufficient for at least 3 months of operation. The board discussed the fact that there is currently no water supply available in the pump house. It was agreed to install a 5 gallon tank for fresh water that can be used for hand washing after bleach installation in the storage tanks.

The Board discussed a draft Request for Proposal (RFP) prepared by President Singleton 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. Steve Miles from Orenco had agreed to review the draft RFP and provide comments for the Board's consideration which comments the Board received prior to the meeting. After discussion, review of Orinoco's comments, and comments from the Board members, agreement was reached on a final revision of the RFP. President Singleton will revise the RFP and provide the final version for the Board to review. Following Board approval of this version, it will be sent out to 4-5 vendors seeking bids on the work described in the RFP.

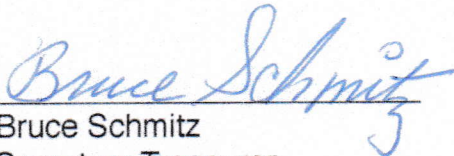
Following a meeting with Eva Hill from Canterwood Development Company (CDC) on May 9, 2017 the Board received an e-mail from Eva Hill and Russel Tanner of CDC questioning whether or not the Canterwood Division 12 HOA was in compliance with all relevant documents and whether or not the HOA intended to cooperate with CDC in resolving the disposition of the sewer line, currently owned by CDC, that carries sewage across Tacoma Power property from a vault on Baker Way to the city of Gig Harbor sewer line on Canterwood Blvd. The Board discussed our response to CDC and President Singleton agreed to draft the response for Board members review and approval before sending to CDC. The Board believes that it is in full compliance with all HOA controlling documents and is willing to work with CDC pending the answer to questions that have been posed to CDC.

The Board discussed the insurance policy renewals and gave approval for Carol Burton to pay the necessary premiums to renew the policies.

President Singleton indicated that he had been in discussion with the Canterwood STEP HOA about a joint meeting of the Boards to discuss common problems. The Board agreed to meet with the Canterwood STEP HOA Board in August 2017.

The meeting was adjourned at 11:10 AM. The next scheduled meeting of the Board will be on July 11 starting at 10:00 AM.

Respectively submitted:


Bruce Schmitz
Secretary Treasurer