

**CANTERWOOD DIVISION 12 STEP ASSOCIATION BOARD MEETING MINUTES OF
JULY 11, 2017**

A meeting of the Canterwood Division 12 STEP Association Board of Directors was held at the Diamond Community Management conference room on JULY 11, 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 Lisa Dillon of Diamond Community Management.

The minutes of the June 1, 20127 meeting of the Board were approved as submitted and will be distributed to the homeowners.

The financial report for the year to-date through June 2017 was reviewed by Secretary/Treasurer Schmitz. There are no major outstanding assessments due by homeowners. The reserve fund balance as of June 30, 2017 is \$62,782.74. This is a decrease of approximately \$1,000 from last month due to the purchase of pump house tankage for storage of bleach used to treat the sewer waste. The expenses exceed budget for the year by approximately \$1300 due to maintenance costs associated with the pump house and higher than budgeted costs for bleach. The operating account remains healthy with a balance through June 2017 of \$26,434.42. A summary of the financials for the association through the month of June 2017 is as follows:

Assets

Division 12 STEP Association Operating Account	\$26,434.42
Division 12 STEP Association Reserve Account	\$62,782.74

Liabilities and Capital

Prepaid Assessments	\$5,992.00
Total Liabilities	\$5,992.00
Retained Earnings	\$84,855.78
Current Year Earnings/Loss	(\$1,630.62)
Total Capital	\$83,225.16

Total Liabilities and Capital \$89,217.16

The financials through the month of June 2017 were approved by the Board as submitted.

President Singleton presented a status report on the pump house. Two 2-1/2 gallon jugs of water were installed on a shelf in the pump house to provide a fresh water supply for washing or emergency needs. All of the equipment in the pump house is working normally. A lid on one of the newly installed tanks has started to corrode and the supplier has agreed to send a replacement lid.

The Board discussed the replies received from an RFP sent to several sewer companies for a bid on maintenance and repair work associated with the STEP equipment. No responses were received from Drain Pro and Hemley. Orenco elected to bid on only one task and Flohawks submitted a rate schedule only. Advanced Systems was the only company submitting a complete response to the RFP. The Board members consider the bid from Advanced Systems to be high and after discussion decided to meet with Advanced Systems and discuss their costs and hours estimated for each task and make sure they really understood the scope of the work requested. President Singleton will set up the meeting.

There was no feedback on a joint meeting with the other Canterwood STEP Board. President Singleton will contact them and try and set up a meeting in August.

The Board discussed the need for chlorination of the sewer waste since the other Canterwood STEP is not chlorinating their waste. It is a requirement of our agreement with the City of Gig Harbor. It was agreed to setup a meeting with the City of Gig Harbor and discuss the necessity of chlorinating the waste.

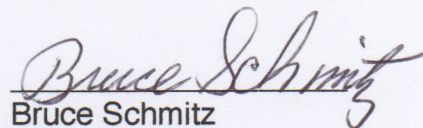
Secretary/Treasurer Schmitz presented a draft of a revision to the Late Payment Policy. The Board members presented suggested changes to the draft. Mr Schmitz will revise and submit a finalized copy to the Board for approval. After Board approval the revised policy will be posted on the Division 12 STEP HOA website and a copy will be sent to each homeowner with these minutes.

Mr Schmitz discussed the need for a record retention policy for the HOA. He agreed to draft a policy for Board approval. In general the Board agreed that most documents would be retained for a period of three years.

The next regular meeting of the Board will be on October 10, 2017 starting at 10:00 AM. The meeting will be held in the Diamond Community Management conference room.

The Board also scheduled the 2017 annual meeting of the association. The annual meeting will be held on November 14, 2017 starting at 6:00 PM. There is a need for Division 12 homeowners to volunteer to serve on the Board as the terms of all current Board members are up effective the end of 2017 and two members have indicated that they will not serve a future term.

respectively submitted:



Bruce Schmitz
Secretary/Treasurer