

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

A meeting of the Canterwood Division 12 STEP Association Board of Directors was held at the Diamond Community Management conference room on October 12, 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 were Carol Burton and Lisa Dillon of Diamond Community Management.

The minutes of the July 11, 2017 meeting of the Board were previously approved by e-mail and were distributed to the homeowners.

The financial report for the year to-date through September 2017 was reviewed by Secretary/Treasurer Schmitz. There are no major outstanding assessments due by homeowners. The reserve fund balance as of September 30, 2017 is \$62,798.56. The expenses exceed budget for the year by approximately \$1100 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 September 2017 of \$19,821.95. A summary of the financials for the association through the month of September 2017 is as follows:

**Assets**

Division 12 STEP Association Operating Account	\$19,821.95
Division 12 STEP Association Reserve Account	\$62,798.56

**Liabilities and Capital**

Prepaid Assessments	\$3,962.00
Total Liabilities	\$3,962.00
Retained Earnings	\$84,855.78
Current Year Earnings/Loss	(\$6,197.27)
Total Capital	\$78,658.51

**Total Liabilities and Capital** \$82,620.51

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

President Singleton reported that he met with Darrell Winans of the City of Gig Harbor on October 10, 2017. The meeting went well. President Singleton described to the City our HOA and our compliance with the agreement that we have with the City for discharge of wastewater to the City. The City approved our contract with Advanced subject to submitting some additional documentation.

The Board approved proceeding with the approval of the Maintenance and Operation contract with Advanced. President Singleton will work with Advanced to look at using concentrated bleach and then finalize the contract and sign. The goal is to have Advanced begin work during the month of November 2017.

President Singleton summarized the meeting that he and Greg Piacitelli had with the Canterwood STEP Board members, Canterwood Development Company (CDC) and Parametrix. Parametrix is a civil engineering firm retained by Canterwood STEP and CDC who are inspecting 6 manholes for corrosion and condition, putting in H<sub>2</sub>S "odor" data loggers that read concentrations every minute in 3 locations including our aerator, Canterwood STEP aerator and making measurements to assess the corrosion potential of the wastewater. They are doing analyses for dissolved oxygen, temperature, pH, H<sub>2</sub>S specific conductance, and oxidation reduction potential. They are doing this work at two times. One at higher temperatures (summer) and one time during the winter when the temperatures are lower. President Singleton reported that the H<sub>2</sub>S concentrations in the Canterwood STEP tankage were about 3 times greater than STEP 12's indicating that our treatment of the wastewater is effective.

President Singleton reported that our aerator had been damaged and is in need of repair. The doors on our vault were also in need of repair and the vault and aerator need to be secured so that they cannot be entered or damaged by vandalism. The Board authorized President Singleton to proceed to assess needed repairs and obtain estimates of the cost of repair.

The Board discussed methods of keeping the website up to date with current materials. A plan was outlined to keep material on the website current. Monthly related information will be submitted to the webmaster for loading on the website on the 20th of each month.

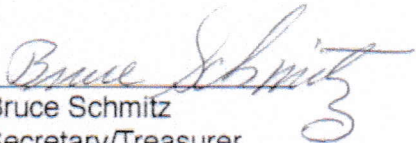
The Board discussed the material required for the annual meeting of the HOA to be held on November 14, 2017 at the Canterwood clubhouse starting at 6:00 pm.

President Singleton reported that we have four individuals who have volunteered to serve on the Board. They are President Singleton, whose term expires this year, Rick Meeder, John Soukup and Dr. William MacLean. The Board must have an odd number of members serving on the Board so the Board will place Lynn Singleton, Rick Meeder and John Soukup on the ballot. Dr. MacLean preferred to not serve at this time but had volunteered when there were no others available. His name will be held for possibly serving on the Board in the future.



The Board meeting was adjourned at 11:45 am. The next meeting of the Board will be at the annual meeting of the HOA.

Respectively submitted:

  
Bruce Schmitz  
Secretary/Treasurer