

CANTERWOOD DIV. 12 STEP ASSOCIATION
February 27, 2018
Board of Directors Meeting Minutes

Meeting Called to Order: 10:05 AM

Directors Present: Lynn Singleton, Rick Meeder, John Soukup

Other Owners Present: None

Others Present: Carol Burton, Diamond Community Management

Approval of Minutes: The minutes from December 12, 2017 were approved.

Financial Report: The financial report for January 2018 was approved.

Old Business:

- New Owners Information Package –The new owner’s information package is currently being used and is available on our web site. Directors were asked to review the package and have any comments ready for discussion at the next Board of Directors meeting.
- Aadvanced Septic Contract— The contract with Aadvanced has been signed and became effective November 28, 2017. Aadvanced completed and billed their first maintenance visit in January. In preparation for future service calls, Lynn Singleton updated the maintenance forms and procedures/protocols documentation that will be required for future bill submission.

Aadvanced offered discounted service rates for our residents with their contract. Dissemination of these rates was discussed. The President will consult with Aadvanced about its preferences for rate distribution and about providing a sticker for residents with Aadvanced’s contact information. Additionally, the Directors discussed Aadvanced’s offer for a community education event and will have further discussions on this potential.

E-mail Decisions Made Since Last Board Meeting:

- The Directors discussed and decided to add a new category to the Board of Directors Meeting Minutes. Occasionally, between face to face meetings, Board Members discuss issues and make decisions using email. A synopsis of those decisions will be presented in this section going forward.
- Two Operations and Maintenance related bills were submitted for payment and approved for payment.

New Business:

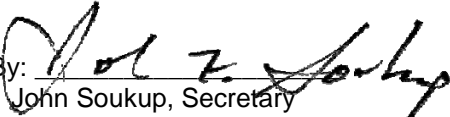
- The Directors discussed the need for developing an infrastructure maintenance plan with elements and frequencies. This is in keeping with the scope of work for our Aadvanced contract. A discussion draft of our annual maintenance schedule will be prepared by Lynn Singleton for the next Board meeting.
- The first phase of the infrastructure survey work to be conducted by Aadvanced consists of locating and marking all mainline valves, exercising those valves and noting which need to have riser improvements.
- The President reported that he will be meeting with Aadvanced about the next maintenance day, new billing documentation, first phase schedule, labeling the Association’s infrastructure with Association contact information so we can be notified of any problems, Community Education Day, and rates dissemination.
- Reserve Study: In keeping with the past Board recommendations, the Directors reviewed the timing of the Reserve Study. The representative of Diamond Community Management advised the Board that the 2014 Reserve Study should be updated, however the current update would be

limited to an offsite review, updating the costs reported in the prior survey. The Board requested that Diamond Management obtain bids for the cost of an offsite review.

- CDC/Canterwood STEP: The President reported that the second and final round of wastewater testing will occur in March. He also reported contacting the Canterwood HOA committee on CDC property ownership implications within Canterwood. The committee chair responded that no sewer line related issues were being considered by that group.

Next meeting date: May 15, 2018 at Diamond Community Management at 10:00 AM.

Adjourn: 11:45 AM

By: 
John Soukup, Secretary