

DIV. 12 STEP ASSOCIATION
July 24, 2018 – 10:00am
Board of Directors Minutes

Called to Order: 10:05 AM.

Introduction of Directors Present: Lynn Singleton, Rick Meeder, John Soukup.

Other owners present: None.

Others Present: Carol Burton and Lisa Dillon, Diamond Community Management.

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

Decisions by Email:

The Minutes of the May 15, 2018 Meeting were approved.

A response was made to the Canterwood Emergency Planning and Preparedness Committee's ("EPPC") request for information about the STEP 12 system's plans in case of an emergency.

Financial Report: The Financial Reports of May and June 2018 were approved.

Old Business:

- Reserve Report Revision Update- The report has not yet been received. When the report is received it will be distributed to the Directors for review.
- Parametrix Study Update—The report has been received and distributed to the Directors, but not yet reviewed.
- Tank Lid Drawing and Announcement—Steve Fisher was the winner, however President Singleton reported that his lid had been damaged by the gardeners and Mr. Fisher was pursuing the gardeners to pay for the replacement, therefore the award of a lid replacement was held until the next meeting.
- Flow Meter Cost Research—President Singleton reported it would cost about \$3,000 to replace the flow meter. The decision to replace the flow meter was put off until after the Directors receive the report of Aadvanced's inspection of the valves and the cost of any required work
- Aadvanced Contract work Valve Location and Exercising Status—President Singleton reported that Aadvanced began locating, inspecting and exercising valves July 23, 2018. Aadvanced will provide a written report when it finishes locating, inspecting and exercising the valves.

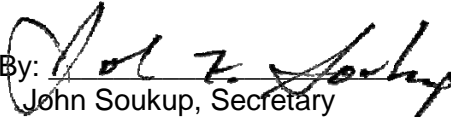
New Business:

- EPPC Response Feedback- President Singleton reported that no response has been received from EPPC to the Board's response to EPPC's inquiry.
- Annual Meeting Location and Reservation:

- Nov. 13, 6pm. Director Meeder will inquire about the availability of the conference room in the Canterwood HOA office for the Annual Meeting, if it is not available he will make arrangements to use the Country Club restaurant. Carol Burton offered to arrange for food if the meeting is at the Country Club.
- Director Meeder will work with Lisa from Diamond to develop the 2019 budget for discussion at the next meeting.
- Director Singleton is up for re-election this year. The other Directors' terms expire next year. The Directors discussed the need to expand the Board to at least 5 members. Carol Burton was asked to come up with a flyer that can be sent to all Division 12 owners asking for volunteers to join the Board.
- Draft Document Status – Annual Maintenance Plan, Homeowner Responsibility, and Emergency Response Plan—Director Singleton reported that drafts of these documents are on the website and asked the Directors to review and comment on them.
- CDC Easement and Path Forward—Director Soukup will review the easements and documentation establishing the STEP 12 system to determine its rights to use the common private sewer line from the end of the STEP 12 system to the City of Gig Harbor sewer line and report to the Board. Carol Burton will assist in getting copies of recorded documents to review.

Next meeting date: September 18, 2018 at Diamond Community Management at 10:00 AM.

Adjourn: 11:30 AM

By: 
John Soukup, Secretary