

DIV. 12 STEP ASSOCIATION
September 18, 2018 – 10:00am
Board of Directors Minutes

Called to Order: 10:00 AM.

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

Other owners present: None.

Others Present: Carol Burton, Diamond Community Management.

Decisions by Email:

The Minutes of the July 24, 2018 Meeting were approved.

Payment to the Reserve Study Group for the Reserve Study was approved.

Financial Report: The Financial Reports of July and August 2018 were approved.

Old Business:

- The Reserve Report was received.
- Parametrix Study Update—The Directors previously approved a response to Parametrix. President Singleton is to follow-up regarding the status of the corrected report.
- Flow Meter Cost Research—President Singleton reported that he is still getting bids for the cost 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. The report of Aadvanced's inspections has not yet been received. Their bill is being held pending receipt of the report. Aadvanced did replace a broken lid on the system's vacuum release valve riser.

New Business:

- Annual Meeting Location and Reservation:
 - The Annual Meeting will be held Nov. 13, 6pm at the conference room in the Canterwood HOA office. We agreed to make a point of informing community members of the change in location.
 - Director Singleton is up for re-election this year.
 - No responses were received from the solicitation for new board members.
- Budget. The Directors reviewed the budget as of September 30, 2018. The Budget and presentation package for the Annual Meeting will be finalized at the next Board Meeting.

- Draft Document Status – Annual Maintenance Plan, Homeowner Responsibility, and Emergency Response Plan. Discussion of these items was tabled.
- CDC Easement and Path Forward—Director Soukup reported that he has not yet received copies of recorded documents describing the easement from the title company. He has followed up and the documents are promised to be provided tomorrow.
- The Board approved the purchase of a wrench to open and close the valves in the system and the purchase of a lid lifter.

Next meeting date: October 16, 2018 at Diamond Community Management at 10:00 AM.

Adjourn: 11:45 AM

By: 
John Soukup, Secretary