

CANTERWOOD DIV. 12 STEP ASSOCIATION
October 16, 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.

Decisions by Email:

The Minutes of the September 18, 2018 Meeting were approved.

Payment of the Aadvanced bill for work to date on locating valves was approved.

Financial Report:

The Financial Report as of September 30, 2018 was approved.

FY 2018 Financials—The 2018 year to date financials were discussed.

2019 Reserve Account---The directors discussed funding the 2019 contribution to the Reserve Account. Assuming that there is enough money in the Operating Account to fund current projects, the 2019 contribution to the Reserve Account can be made from the Operating Account precluding the need to increase the 2019 monthly charge to homeowners to fund the Reserve Account.

Proposed FY 2019 Budget—The proposed budget was presented by Director Meeder and after discussion was approved by the Board as amended.

Old Business:

Parametrix Study Update—Director Singleton advised that he reviewed the proposed changes to the Parametrix Report and he has no further comments.

Flow Meter Cost Research—Director Singleton reported that he has obtained one bid to replace the flow meter which was very high. Director Singleton is pursuing bids from other contractors.

Aadvanced Contract Work Valve Location and Exercising Status—President Singleton reported that Aadvanced provided a preliminary report of the work to locate valves and the work is ongoing. The Board agreed to walk the neighborhood and look at the findings to determine next steps. Meeting was set for October 18, 2018 at 9:00 am.

New Business:

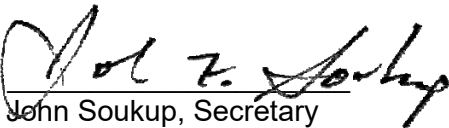
The Annual Meeting—The Annual Meeting will be held November 13, 2018 at 6 pm at the conference room in the Canterwood HOA office.

The Presentation Package for the Annual Meeting—The package was finalized and will be mailed by Diamond Community Management the week of October 22, 2018. Diamond Community Management will send a follow-up email the week of November 2 reminding homeowners of the new meeting location and to attend the meeting or submit a proxy.

Draft Document Status – Annual Maintenance Plan, Homeowner Responsibility, and Emergency Response Plan. Discussion of these items was tabled.

Next meeting date: Annual Meeting November 13, 2018 at 6 pm at the conference room in the Canterwood HOA office.

Adjourn: 11:59 AM

By: 
John Soukup, Secretary