

CANTERWOOD DIV. 12 STEP ASSOCIATION
April 9, 2019 – 10:00am
Board of Directors Minutes

Called to Order: 9:56 AM.

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

Other Owners Present: None.

Others Present: Carol Burton, Diamond Community Management.

Decisions by Email:

A reimbursement request by Director Singleton was approved.
The Directors agreed to waive the late fees assessed to a new owner.
Reimbursement for our Web Domain Name was approved.
Advanced Septic O&M invoice was approved.

Election of Officers:

The Directors will retain their present positions:
President: Lynn Singleton
Chief Financial Officer: Rick Meeder
Secretary: John Soukup

Financial Report:

The Financial Reports for the year ending December 31, 2018 as well as the Financial Reports for the months of December 2018 and January and February 2019 were approved.

Reserve Account---The directors discussed a contribution to the reserve account and agreed to transfer \$10,285 from the Operating Account to the Reserve Account so that the Reserve Account is fully funded for the period ending December 31, 2019.

New Business:

AAdvanced Maintenance Contract--President Singleton reported that he had obtaining a bid from Drain Pro for filling the bleach tanks and periodically inspecting the pump hose. The Drain Pro bid was not competitive with the existing AAdvanced contract. After some discussion the Directors agreed to request AAdvanced to submit a new contract for consideration.

AAdvanced Valve Location and Exercising Status—The Directors determined to instruct AAdvanced to use its new more powerful equipment to confirm the valve locations previously identified and to raise the valve covers to ground level for all valves in

landscaped areas. Valves in streets will be marked for future reference but the paving will not be disturbed. Owners will be notified prior to work being performed in their yards.

Notification of new neighbors of STEP fees and payment due dates—The Directors agreed to adjust the late payment policy to allow new residents a 2-month grace period from the date of their purchase before a late payment will be assessed. Diamond Community Management was requested to change its internal procedures to reflect the grace period.

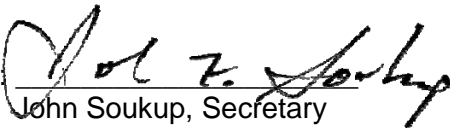
Community Mailing List—The Directors requested that Diamond Community Management send a communication to the STEP members requesting that they confirm or update their telephone and email contact information.

Reserve Fund Interest Rate—Treasurer Meeder noted that some online banks pay significantly more interest than the approximately .5% the Association currently earns on its funds. The Diamond Community Management representative noted that there may be legal restrictions that would prohibit investments by the Association in online banks. The Directors requested that Diamond Community Management research the question and report back to the Directors.

Summer Newsletter—The Board discussed and agreed to issuing a Summer Newsletter with a target date in June.

Next meeting date: May 21, 2019 at the office of Diamond Community Management at 10 am.

Adjourn: 11:34 AM

By 
John Soukup, Secretary