

**CANTERWOOD DIV. 12 STEP ASSOCIATION**  
**August 27, 2019 – 10:00am**  
**Board of Directors Minutes**

**Call to Order:** 10:03 AM

**Directors Present:** Lynn Singleton, Rick Meeder and John Soukup. Also present Lisa Dillon and Carol Burton, of Diamond Community Management, Inc.

**Other owners present:** None

**Email Decisions**

The Minutes of the May 21, 2019 Board Meeting were approved.

A letter to select Division 12 STEP members regarding Canterwood HOA's storm water system ownership was approved.

The hiring of valve location services were approved.

Reimbursement of Lynn Singleton for parts to raise valve covers was approved.

Reimbursement to lot owners for landscape repairs of damage caused while locating and raising valve standpipes was approved.

The Directors declined a requested meeting by a property development company.

**Financial Report:**

The Financial Reports for the months of May, June & July 2019 were approved.

**Old Business:**

Director Meeder reported on the impacts of moving money from the Association's present bank to a CD at another bank to earn a higher return on the Association's reserve funds. It appears there will be no negative impacts arising from moving the funds and the Association's return will increase from about .5% per year to about 2% per year.

On a motion duly made and seconded, the directors resolved to move \$60,000 from the Association's Reserve Fund at the current bank to 3 CDs of \$20,000 each with maturities of 13, 15 and 18 months at the best available rate at Home Street Bank. Lisa Dillon of Diamond Community Management, Inc. was appointed as the signer on the accounts.

Director Singleton reported that all but 2 valves noted on the plans for the STEP system lines were found within our immediate neighborhood. Director Singleton raised the valve covers to ground level and painted the valve covers green. The Directors agreed that it is not necessary to have a surveyor geo-tag the valve covers, instead the Association will rely on photos of the locations of the valves and measurements to document the valve locations for future reference.

The only remaining task is to exercise the valves. Director Singleton will look for a contractor to exercise the valves.

The Directors agreed to send an email to the Forest Village HOA and to members of the Association reminding them not to cover tank lids and valve covers.

The replacement of the flow meter was left for further consideration.

Director Singleton reported that he has updated the Association's mailing list with current email addresses and phone numbers for almost all of the members.

Director Singleton reported that the ACH form for automatic withdrawal of monthly Association dues has been added to the website in the Announcements Section.

Director Singleton reported his conversation with the owner of an adjacent 40+ acre parcel who contacted him requesting a meeting with the Board. It was apparent that the only goal of the owner is to further his plans to develop his property. The Directors declined the meeting because it was not relevant to the Association's purpose.

**New Business:**

The Directors confirmed the date of the annual meeting as Thursday, November 14<sup>th</sup>, 6pm, at the Canterwood Association office. Director Meeder will confirm the date with the Canterwood Association office.

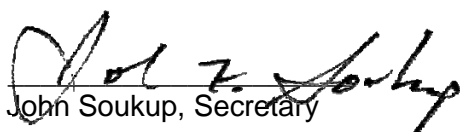
Lisa Dillon presented a draft budget for 2020 for the Director's consideration. The Directors discussed the draft budget and advised Director Meeder of their thoughts. Director Meeder will review the draft budget and report to the Board at its next meeting.

It was noted that Rick Meeder and John Soukup's terms as Directors are expiring.

Diamond Community Management, Inc. was asked to circulate a notice to all members asking for volunteers to join the Board.

**Next meeting date:** October 15, 2019 at 10:00 AM at the Diamond Community Management office.

**Adjourn:** 11:56 AM.

By:   
John Soukup, Secretary