

**CANTERWOOD DIVISION 12 STEP ASSOCIATION**  
**ANNUAL MEETING**  
**THURSDAY, NOVEMBER 14, 2019**  
**6:00 pm, Canterwood Association Office**

The annual meeting of the Canterwood Division 12 STEP Association was held on November 14, 2019 at the Canterwood Association office. The meeting was called to order by President Lynn Singleton at 6:00 pm. In attendance at the meeting were Board members Lynn Singleton, Rick Meeder and John Soukup, Diamond Community Management (DCM) representatives Lisa Dillon and Carol Burton as well as members of 14 homes. The homeowners present introduced themselves. Considering members present and received proxies, a quorum was represented.

President Singleton presented the meeting agenda and introduced the Board members.

A motion was made, seconded and unanimously approved to approve the minutes from the 2018 annual meeting of the Association.

President Singleton summarized the priorities for the Association Board and reviewed the major accomplishments during 2019. The major accomplishments included:

- Replaced both chlorine tank valves.
- Locating, exposing and raising 18 system isolation valves (2 valves shown on as-builts were not located) and restoring disrupted landscape caused by valve work.
- Exercising valves and noting areas for future evaluation.
- The Reserve Account was fully funded at 2019 levels.
- 80% of the Reserve Account was transferred to 3 short term ladder CDs to maximize interest earnings.
- Special service rates were obtained from Aadvanced Septic for our community members.
- The Community Contact List was updated.

Also, the Association's website (<http://Canterwooddiv12step.org>) was regularly updated by volunteer Steve Muretta.

Treasurer Meeder presented the financial status for the Association. Mr. Meeder reported that the 2019 expenditures are projected to be slightly under budget. The financials projected for 2020 will be about the same as the 2019 expenditures. The 2020 budget includes a 3.5% increase in the cost for the discharge of wastewater into the Gig Harbor City sewage collection system. This increase will be offset by savings in other expense categories and the fees arising from the addition of one connection to the system.

Mr. Meeder presented the results of the Reserve Fund Study and the status of the Association's reserves. The new Reserve Study projects full funding at \$79,387 for 2020. At present the Association has \$73,692 in the reserve fund, which is 100% of the recommended amount for 2019.

President Singleton reported that director Meeder is up for re-election to a one-year term as director and that Randy Young, Megan Amherst and Frank Addison are seeking election to the board of directors.

After counting ballots. DCM representative Lisa Dillon reported that Rick Meeder, Randy Young, Megan Amherst and Frank Addison had been elected to serve as directors. She also reported that the 2020 budget was ratified by the homeowners.

President Singleton discussed the major Board plans for 2020. They include:

- Purchase and install a new flow meter to replace a non-functioning unit.
- Continue infrastructure preventative maintenance.
- Evaluate the service contract with Aadvanced Septic.

President Singleton then presented the Association's website and gave a tour of the site to those present.

President Singleton invited questions by the homeowners. The Directors responded to the various questions to the satisfaction of the members.

There being no further business, the meeting was adjourned at 7:08 pm.

Respectfully submitted:

John Soukup, Secretary