



Canterwood Division 12 STEP Homeowners Association Annual Meeting

November 14, 2019



Meeting Agenda

- **Call to Order, Introductions**
- **Verify Quorum**
- **Approve 2018 Annual Meeting Minutes**
- **Recap 2019 Priorities/Accomplishments**
- **2019 Budget Review/2020 Budget Preview**
- **Reserve Account Update**
- **Ratify 2020 Budget/Election Results**
- **2020 Priorities**
- **Q&A/Website tour**



Call to Order/Introductions

- **Board of Directors**
 - **Lynn Singleton. President**
 - **John Soukup, Vice-President/Secretary**
 - **Rick Meeder, Treasurer**
- **Diamond Community Management**
- **Homeowners present**



Verify Quorum/Approve Minutes

- Verify Quorum of members represented
- Approve Minutes of 2018 Annual Meeting



2019 Priorities/Accomplishments

- Reserve Account fully funded at 2019 levels
- Transferred 80% of Reserve Account balance to 3 short term ladder CDs to maximize interest earnings
- Routinely updated <http://Canterwooddiv12step.org>.

Thanks to volunteer webmaster Steve Muretta!



2019 Priorities/Accomplishments

- Replaced both chlorine tank valves
- Located, exposed and raised 18 system isolation valves (2 valves shown on as-builts were not located)
- Restored disrupted landscape caused by valve work
- Documented locations, exercised valves and noted areas for future evaluation



Other 2019 Accomplishments

- **Obtained special service rates from Aadvanced Septic for our community members – saving Division 12 homeowners \$\$**
- **Updated Community Contact List**

2019 Budget Review/2019 Preview

INCOME	2019 BUDGET	2019 EOY (Projected)	2020 BUDGET
	(70 Lots)		(71 Lots)
Monthly Dues	84,840	84,840	86,052
Late Charges	0	210	0
Interest Income*	0	0	0
TOTAL INCOME	84,840	85,050	86,052

*Interest earned on Reserve Account only

EXPENSES	2019 BUDGET	2019 EOY (Projected)	2020 BUDGET
Annual Registration	10	10	10
Management Fees	6,000	6,000	6,000
Postage	50	74	75
Administrative Expense	225	0	0
System Repair & Maintenance	8,860	10,024	8,800
Grounds Maintenance	250	0	0
Electricity	350	295	350
Gig Harbor Sewer Fees	66,500	66,024	68,350
Tax Preparation	195	185	195
Insurance	2,000	1,635	1,800
Reserve Study	0	0	0
Web site	400	230	300
Reserve Fund Transfer	0	0	0
TOTAL EXPENSES	84,840	84,477	85,880
Net Income		573	172

Monthly Dues Allocation/Homeowner

MONTHLY DUES ALLOCATION	2019	2020
Sewer Fees	\$78.05	\$80.22
Management Fees	\$7.14	\$7.04
Home Sewer Inspection	0	0
System Maintenance and Repair	\$10.40	\$10.33
Legal	0	0
Insurance	\$2.38	\$2.11
Reserve Study	0	0
Allocation to Reserves	0	0
Other	\$3.03	\$1.30
Total Monthly Dues Per Home	\$101.00	\$101.00



Reserve Account Update

2018 Account Balance (EOY)	\$63,066
2018 Contributions (interest+transfer)	\$10,625
2019 Expenses	\$ 0.00
2019 Account Balance (Projected)	\$73,692

Reserve Account Update

2020 Reserve Study Projections					
Recommended Full Funding Amount		Total EOY (% Funded)	Total Fund Deficiency	Deficiency/Lot (Year/Month)	Comment
2019	\$73,351	\$73,692 (100%)	\$0.00	\$0 / \$0	100% funded per 2019 Reserve Study Projections
2020	\$79,387	\$76,512 (97%)	\$2,875	\$40 / \$3	Add CD interest (\$1,320) and one hook-up fee (\$1,500)
2021	\$47,976¹	TBD	TBD	TBD	
2022	\$57,856	TBD	TBD	TBD	

¹The Reserve Study projects replacement of the sump grate (\$577) in 2019 and flow meter (\$4,000) now planned for 2020. The Study projects pipe replacement (\$40,763) in 2020-21. It is highly unlikely pipe replacement will be necessary (pipe life should exceed 30 years); we have had no problems to date. If pipe is not replaced in 2020, the funds reserved for replacement will continue to be held in the Reserve Account.



Ratify Budget/Election Results

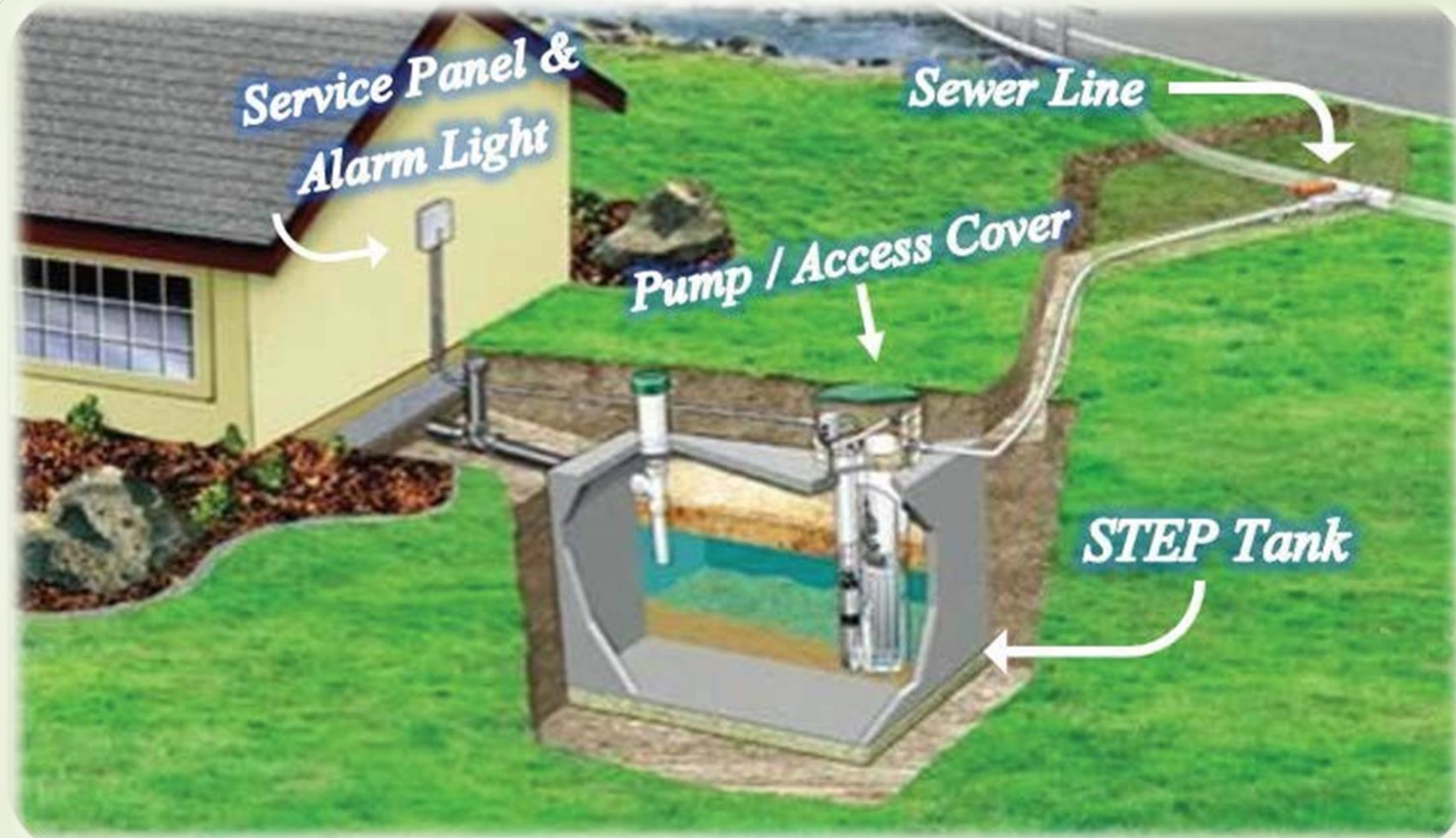
- Ratify 2020 Budget
 - Announce election results
 - Introduce new Board members
- 



2020 Priorities

- **Orient new Board members**
- **Purchase and install flow meter and implement flow-paced treatment per City agreement**
- **Finalize draft O&M plan and implement**
- **Address any infrastructure issues**
- **Evaluate service contract with Aadvanced Septic**

Questions & Answers



Div12 STEP Association Website Tour

Canterwood Division 12 STEP Association

Welcome /

Welcome

Home Owner Area

FAQ's

Directors Page

Note: Residents of Canterwood Divisions 4-11, please click this [CANTERWOOD STEP](#) link and you will be taken to your STEP Website

**Division 12
Board of Directors**

[Lynn Singleton](#)
- President

Welcome to Division 12 STEP Home Owners Association (HOA)

