

**CANTERWOOD DIVISION 12 STEP ASSOCIATION
JANUARY 21, 2020 – 10:00am
Board of Directors Meeting Minutes**

Call to Order: 10:05 am

Introduction of Directors Present: Lynn Singleton, Randy Young, Frank Addison, and Megan Amherst. Carol Burton of Diamond Community Management (DCM).

Present by Telephone Conference Call: Rick Meeder

Email Decisions From The Last Meeting: None

Validate New Board Member Contact Information: Done

New Board Member Orientation:

President Singleton reviewed the history of the system, our relationship with Canterwood STEP and the city of Gig Harbor, business rhythms, website, and operational issues with our 12 STEP System. Additionally, the priorities for 2020 were reviewed

Officer Elections Were Held The results follow:

Lynn Singleton, President
Megan Amherst, Vice President
Randy Young, Treasurer
Frank Addison, Secretary
Rick Meeder, Director At Large

Minutes of Prior Meeting:

Board of Director Meeting Minutes from October 15, 2019, Approved

Approval of November and December 2019 and Year-End Financials:

Discussion of 2019 Financials.

The November and December 2019 financials approved.

The 2019 Year-End Financials approved.

The financial software DCM determines the display of the information on each of the monthly financial reports.

All of the HOA accounts are current, and there are no collection problems at this time.

Insurance Coverage Assessment/ Assignment

At Annual Meeting, members questioned the extent of our insurance coverage; further review and clarification are needed at this time. Megan will discuss and summarize the extent of our current coverage with our insurance agent for the Board and bring recommendations on coverage to the next meeting. Policy renewal will occur in June 2020.

Introduce/Discuss Infrastructure Operations & Maintenance Plan Draft

The draft plan was briefly discussed, and a request was made to review the plan and be ready to discuss implementation issues at the next board meeting. Board Members to review and bring recommendations.

Next Meeting: April 28, 2020, at 10:00 am

Meeting Adjourned: 12:15 pm

Frank H Addison Jr

By: Frank H Addison Jr, Secretary