

CANTERWOOD DIVISION 12 STEP ASSOCIATION
APRIL 28, 2020
Board of Directors Meeting Minutes

Call to Order: 10:09 am

Directors Present by Video Conference Call:

Lynn Singleton, Randy Young, Frank Addison, Megan Amherst, and Rich Meeder.
Lisa Dillion and Carol Burton of Diamond Community Management (DCM).

E-mail Decisions: Board agreed to meet via Zoom this month and also approved reimbursement to a board member for miscellaneous supplies.

Approve Minutes: Board approved January 21, 2020 Minutes as written.

Financial Report:

- As of March 31st the Operating Account Balance was \$15,406.40, the Reserve Account Balance was \$15,072.20, the totals for the 3 CDs were \$60,462.62. A motion was made and seconded to approve the Financial Reports for January through March 2020.
- Additionally, a motion was made, seconded and approved to reauthorize the Board's email approval practice for out-of-pocket operation and maintenance costs.

Old Business:

- Insurance Coverage Assessment/ Assignment
 - Megan talked to our insurance agent at Fournier Insurance at University Place. We have two liability-only policies:
 - A community association management liability policy through Travelers Casualty and Surety for the individuals serving on the STEP 12 Board of Directors.
 - A commercial general liability policy through Liberty Mutual for the Common Areas of the STEP system.
 - One insurance policy covers "common" areas while the other insurance policy – the D&O (Directors and Officers) covers the board member's liability. Megan's report indicated that defense expenses for board members might not be included, however it was confirmed after the meeting that the current policy does include settlement as well as defense coverage.

- Our insurance might be designated for an HOA and not really for our type of business as our components are like a utility. Megan will follow-up with our insurance agent. Additionally, the exclusion for “pollution” will be researched.
- Lynn will inquire about which insurance company covers the Canterwood STEP Association.
- Randy will draft and email some questions for DCM to inquire with other insurance carriers. Lynn added a Deadline by May 20 for this follow up. Megan was thanked for her report.
- Service and Interruption Plan
 - The 2018 draft plan was developed in response to the Canterwood emergency planning committee and the draft needed to be finalized.
 - Board members submitted suggestions and Megan will finalize and send out the final plan by e-mail for board approval.
- Infrastructure Maintenance Plan and Schedule
 - The plan was sent to the Board for review. There was a brief discussion on the text. Lynn will clean up and send it out for review. After approval, the Maintenance Plan and Schedule will be posted on the infrastructure side of the association’s Web Site

New Business:

- Spring / Summer Newsletter
 - Discussion of what needs to be included in the upcoming newsletter.
- Suggested Topics:
- What Your STEP is Doing for You
 - Remind Homeowners about what Should and Should Not be done with their system.
 - Remind Homeowners what NOT to put in the septic system.
 - Remind Homeowners to know where the Shut Off valve is located on their property.
 - Remind homeowners of the components of the system, where they are, and what to do with them.
 - Remind Homeowners to check septic tank lids to see if they are secure or not.

Lynn suggested that new board members go to the web site’s Announcement section to review past newsletters for content.

- AAdvanced O & M Contract Renewal

- It is time to begin discussions with AAdvanced Septic for the annual service agreement and determine the discounted rates for our community households. Homeowners need to remind AAdvanced of that preferred pricing.
Since we have had only a few minor problems with this company, Lynn recommended we renew their contract.

- CD Maturity

- Randy Young reported that we are in good shape with our CDs. Board discussed automatic rollover/renewal vs planning for specific terms. Lisa Dillon will continue to research banks for the best CD rates.

Other:

- The STEP Association Tax Return for 2019 as been prepared and is awaiting signature by either Lynn Singleton or Randy Young - arrangements will be made with the DCM office.
- A copy of the Secretary of State filling (for Non-Profits) was sent to Lynn and a copy of the most recent sewer billing will be sent to Lynn by DCM.

Next meeting Date: Tuesday, July 21, 2020, at 10:00 am

Adjourn: 11:51 am.

Submitted By: Frank H Addison Jr, Secretary