

CANTERWOOD DIVISION 12 STEP ASSOCIATION

October 6, 2020

Board of Directors Meeting Minutes

Call to Order: 10:09 AM

Owners Present: No homeowners were present.

Board Members Present: Lynn Singleton, Randy Young, Frank Addison, Megan Amherst, and Rick Meeder, along with Diamond Community Management (DCM) staff: Lisa Dillon and Carol Burton.

Agenda Review: Lynn sent the updated agenda this am.

Minutes of September 22, 2020 Meeting: Not all board members received the minutes sent by Frank. A new email was sent out to the Board. Rick added the money from Gig Harbor was a credit and not rate reduction. Randy recommended we change the wording in the minutes from rate reduction to credit to avoid confusion. Frank will send out a revised September 22 meeting minutes document for email approval.

Financial Reports: None to approve

Email Approvals: none

Old Business

Discuss annual infrastructure O&M schedule, cost, and community notification:

Lynn reviewed information commented that the hourly rate for 2020 system-wide valve maintenance approximate cost of \$165 per hour for a team of two for 8 hours. Lynn anticipates that next year's hourly rate will be double. The cost increase will impact the 2021 budget. Lynn added that we need to contact community members when the system-wide valve maintenance is done, so homeowners know what is going on in their yards and that they know to notify us if there are any system issues immediately following the maintenance work. This comment was also added to the September 22 Board meeting minutes.

Approve Reserve Account Use policy: Randy and Lisa discussed and will make some changes. Motion made and for approval of the policy—investments were added. Randy and Lisa will make changes. Randy and Lisa will then send out the revised policy to the board to review. Board members approved.

Review Gov. Inslee Proclamation and meeting format and fees: Lisa reported that we do not have any late fees for the period of the proclamation. Lisa noted that Not Sufficient Funds (NSF) fees are allowable as they are bank fees and we are allowed to collect from the homeowner.

Lynn had summarized our two step Covid related meeting process via an earlier email to the Board. The Board was concerned that we meet the legal requirements for annual meetings and allow participation by the community. Lisa commented that quorum is required for election but not for the approval of the budget or the annual meeting. In last month's board meeting, it was suggested to do an email reminder. Randy volunteered to revise the draft documents describing the process and distribute for Board review. Members will be able to attend the Zoom meeting and will they need to submit their completed ballots by email, fax, regular mail or mail slot drop-off at Diamond.

Review and approve 2021 budget documents: The use of "contingency" as a line item was discussed and agreed to be acceptable. Lisa will generate a new budget line item, and Randy will incorporate the changes and send out to the amended version to the board for approval.

Calendar for annual meeting requirements: Board members discussed issues. We need to finalize and approve community mailing. Before a packet is sent to homeowners, the packet will be sent to board members for review. The packet will include the budget, the reserve account, the 2019 annual meeting minutes, the ballot, and an explanation on connecting to Zoom by computer. Randy volunteered to rework the draft and send to the board for review and approval. The Board agreed to send a "save the date" email to the community regarding the annual meeting. Rick will draft the email for Board review and Diamond Community Management will send it via email. The Board changed the date for ballot receipt by community members to November 20, 2020.

New Business

Potential O&M vendor outreach: Tabled for next year.

Next Meeting Date: November 12, 2020, at 6:00 pm (Annual Meeting Informational Zoom)

Meeting Adjourned: 11:22

Frank H Addison Jr

Frank H Addison Jr, Secretary