

CANTERWOOD DIVISION 12 STEP ASSOCIATION
ZOOM MEETING MINUTES, NOVEMBER 12, 2020

Called to order at 6:05 pm by President Lynn Singleton

Board Members participating: Lynn Singleton, Megan Amherst, Randy Young, and Rick Meeder

Diamond Community Management participating: Carol Burton and Lisa Dillon

Owners participating: Dan and Paula Riley

Lynn Singleton opened the meeting by introducing the Board Members and thanking everyone for their time and efforts in putting together the information for this Zoom meeting presentation and the Annual Meeting documents. He reviewed the format for the two part annual meeting—the Zoom Meeting and the receipt of the homeowner ballots. A valid election requires a quorum of 24 ballots and Carol reported that as of November 12th, 34 ballots have been received, ensuring a valid election. The final due date for ballots is November 20, 2020 by 5:00 pm.

During the PowerPoint presentation, Lynn went over some of the accomplishments this year which included: changing insurance carriers resulting in reducing the cost and improving the coverage; obtaining special service rates for residents within Division 12 from Advanced Septic Services; initiating routine O&M inspections; and enhanced HOA transparency by routinely posting materials to the Division 12 website. Lynn and the Board gave special recognition and thanks to Steve Muretta for all his volunteered time, work and expertise maintaining our website: [HTTP://canterwooddiv12step.org](http://canterwooddiv12step.org)

Treasurer Randy Young reviewed the 2021 Budget highlights which included the savings on the new insurance policy premium and the effect of the carry-over from City of Gig Harbor sewer fee savings in 2020 on the 2021 budget. Those savings allowed the Board to keep the monthly assessments at the 2020 level after the city had increased their 2021 fees. Additionally, Randy reported that the Reserve Account is in good shape considering the condition of the infrastructure and the Reserve Study projections. No resource additions are planned for 2021.

The “2021 To Do” list includes a new flow meter and implementation, addressing of any infrastructure issues and a new annual agreement for our operation and maintenance services. A question was asked about the status the stormwater drains in Division 12 and Lynn explained they are not part of the STEP system.

Meeting was adjourned at 6:30 pm.

NOVEMBER 20, 2020 5:00 PM REPORT:
FINAL BALLOT RESULTS FOR THE 2020 ANNUAL MEETING:

- A total of 46 ballots were received.
- The 2019 Annual Meeting Minutes were approved as presented.
- Board Members Lynn Singleton and Rick Meeder were re-elected.
- The 2021 Budget was ratified by owners.
- There were no questions or comments added to any of the received ballots.