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Canterwood Division 12 STEP Homeowners Association Informational Meeting

November 12, 2020

Meeting Agenda

- **Call to Order, Introductions**
- **Discuss 2020 Annual Meeting Process**
- **Review 2019 Annual Meeting Minutes**
- **Recap 2020 Accomplishments**
- **2020 Budget Review/2021 Budget Preview**
- **Reserve Account Update**
- **2021 Priorities**
- **Q&A**

Call to Order/Introductions

- **Board of Directors**
 - **Lynn Singleton, President**
 - **Megan Amherst, Vice-President**
 - **Randy Young, Treasurer**
 - **Frank Addison, Secretary**
 - **Rick Meeder, Director**
- **Diamond Community Management**
- **Homeowners Present**

2020 Annual Meeting Process

- **COVID-19-Related Meeting Rules from State**
- **Informational Meeting — 11/12/2020**
- **Ballot Process — email, fax, or mail**
- **Quorum of 24 lots required**
- **Ballot Due Date — 11/20/2020 5:00PM**
- **2020 Meeting Minutes — will announce ballot results**

2019 Annual Meeting Minutes

➤ Discussion/Comments

2020 Accomplishments

- Revised our insurance coverage — saving money and increasing coverage
- Implemented annual Operation and Maintenance program
- Obtained special service rates from Aadvanced Septic for our community members — saving Division 12 homeowners \$\$
- Transparency--Routinely updated
<http://Canterwooddiv12step.org>.

Thanks to volunteer webmaster Steve Muretta!

Budget Highlights

- **New insurance covers more and costs less.**
- **Sewer fees in 2021 expected to increase by 2%.**
- **Sewer fees were reduced for one bill for COVID-19**
- **2021 budget carries over 2020 sewer fee reduction to offset 2021 increase.**
- **2021 budget increases maintenance of system.**
- **Infrastructure in good condition; reserve fund defers expenses beyond original plans.**

Budgets: 2020 and 2021

INCOME	2020 BUDGET	2020 EOY* (Projected)	2021 BUDGET
	(71 Lots)	(71 Lots)	(71 Lots)
Monthly Dues	\$ 86,052	\$ 86,052	\$ 86,052
Late Charges	0	330	0
TOTAL INCOME	86,052	86,382	86,052
Carry Over From Previous Year	0	0	5,474
TOTAL RESOURCES	86,052	86,382	91,526

*End of Year

EXPENSES	2020 BUDGET	2020 EOY (Projected)	2021 BUDGET
Annual Registration	\$ 10	\$ 10	\$ 10
Management Fees	6,000	6,000	6,000
Postage	75	75	50
System Repair & Maintenance	8,800	7,937	10,100
Electricity	350	334	350
Gig Harbor Sewer Fees	68,350	64,760	71,665
Tax Preparation	195	185	195
Insurance	1,800	1,357	1,200
Reserve Study	0	0	0
Web site	300	250	250
Contingency	0	0	1,706
Allocation to Reserves	0	0	0
TOTAL EXPENSES	85,880	80,908	91,526
Net Income	172	5,474	0

Monthly Dues Allocation/Homeowner

MONTHLY DUES ALLOCATION	2020	2021
Sewer Fees	\$ 80.23	\$ 84.11
Management Fees	7.04	7.04
System Maintenance and Repair	10.33	11.85
Insurance	2.11	1.40
Reserve Study	0	0
Allocation to Reserves	0	0
Other	1.30	3.00
Total Monthly Dues Per Home	101.00	107.40
Carry Over From Previous Year	0	-6.40
Net Monthly Dues Per Home	101.00	101.00

Reserve Fund

2019 Account Balance (EOY)	\$74,033
2020 Contributions (interest + transfer)	\$ 1,802
2020 Expenses	\$ 0.00
2020 Account Balance (Projected)	\$75,835

Reserve Fund

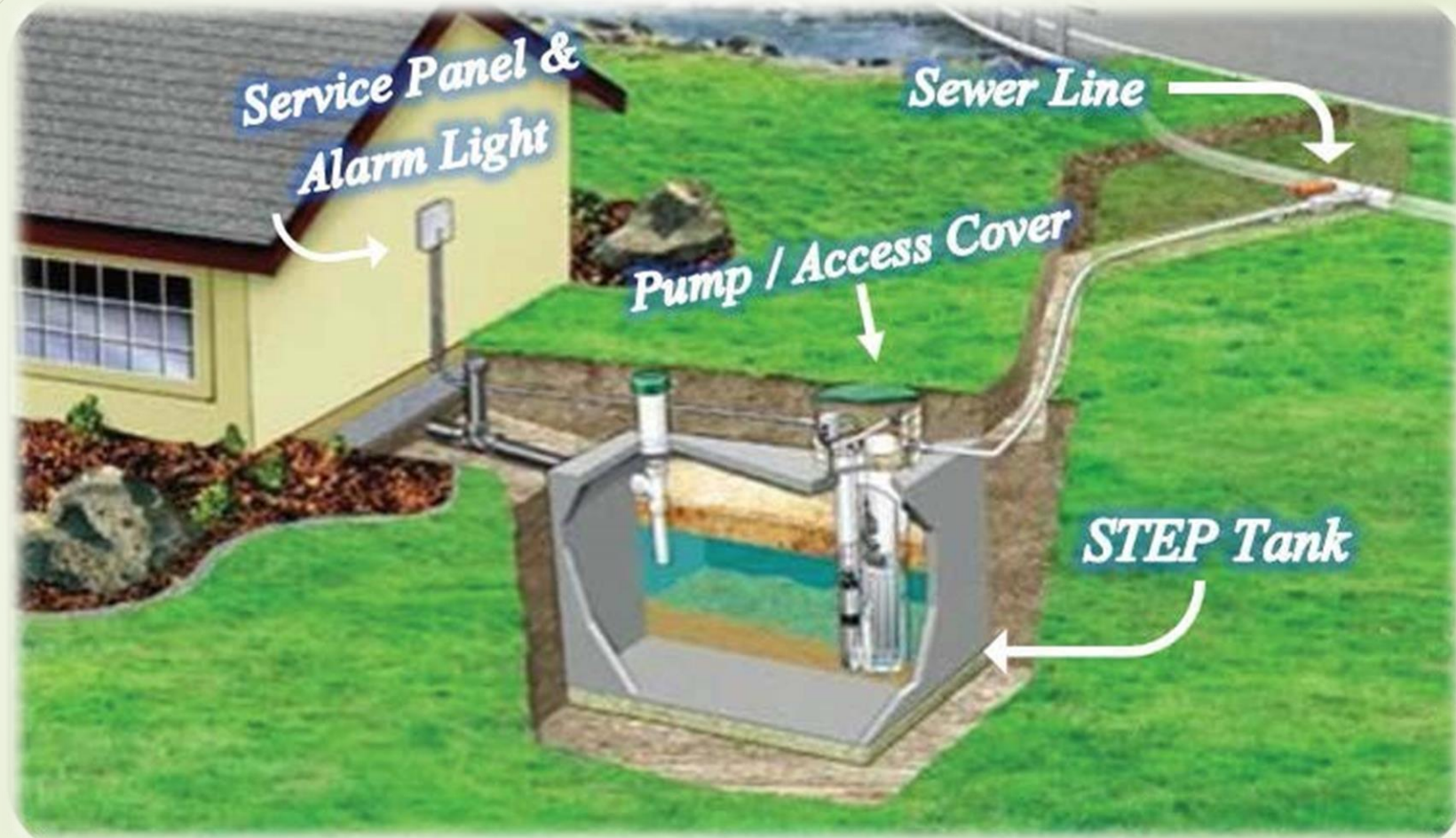
2020 Reserve Study Projections					
Recommended Full Funding Amount		Total EOY (% Funded)	Total Fund Deficiency	Deficiency/Lot (Year/Month)	Comment
2019	\$73,351	\$73,692 (100%)	\$0.00	\$0 / \$0	100% funded per 2019 Reserve Study Projections
2020	\$79,387	\$75,835 (96%)	\$3,552	\$50 / \$4	Added CD interest (\$302) and one hook-up fee (\$1,500)
2021	\$88,739¹	\$75,960 (86%)	\$12,779	\$180 / \$15	
2022	\$98,619	TBD	TBD	TBD	

¹The Reserve Study projected replacement of the sump grate (\$577) in 2019 and flow meter (\$4,000) in 2019. The expenditure of \$40,763 was projected in 2020 for pipe replacement. The pipe replacement will not be necessary: pipe life should exceed 30 years and we have not had any problems to date. The above components were not replaced in 2018, 2019 or 2020. The funds reserved for these replacements will continue to be held in Reserves until replacement is needed.

2021 Priorities

- **Purchase and install flow meter and implement flow-paced treatment per City agreement**
- **Address any infrastructure issues**
- **Evaluate service contract with Aadvanced Septic**

Questions & Answers



Div12 STEP Association Website

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)

