

# CANTERWOOD DIV. 12 STEP ASSOCIATION

August 24, 2021

## Board Of Directors Zoom Meeting

### **Meeting Called to Order at 10:02 am**

**Present:** President: Lynn Singleton, Vice President Megan Amherst, Treasurer: Randy Young, Secretary: Frank Addison, and Director: Rick Meeder. Carol Burton and Lisa Dillon, Diamond Community Management

**Homeowners Present:** none

**Approve Minutes:** June 23, 2021, Board of Directors Meeting Minutes were approved by the Board.

**Financial Reports:** June and July 2021 Financial Reports are pending. Randy had no comments on the financial reports—no questions from others on the Board. The Board approved the July and July Financial Reports.

### **Email decisions since the last meeting:**

- Accepted June 23, 2021, Directors' meeting minutes
- Finalized and approved hardcopy and electronic distribution of the Summer 2021 Newsletter, How to silence your septic alarm, and the 2021/2022 Advanced Community Price Sheet.
- Approved payment for completed electrical work in the pump house.

- Approved pump house equipment repairs—pump refurbishment and tank valve/plumbing refresh.
- Approved Singleton's reimbursement request for pump repairs and general equipment refresh.
- Motion made and seconded to note the above email decisions.

## Old Business

- **Pump House Roof Cleaning:** The person who cleaned the pumphouse roof will not charge Megan or us for the cleaning. If future work is needed, we will seek him out initially for consideration.
- **Flow Meter Replacement.** Lynn reported that the flow meter is in place and working. The installation of the flow meter required plumbing, shelving, and electrical changes in the pump house. Flow meter replacement is an asset noted in the Reserve Study, and as such, replacement and associated changes are appropriate Reserve Account expenditures. Randy reviewed reserve accounting practices, and all thought the flow meter replacement and the associated costs are appropriate Reserve Account expenditures.
- **Tracking Expenses:** Rick asked how items that may be categorized as consumable or non-consumable were being tracked. Lynn reported that most of the invoices are for a single purpose; however, there have been some items that could be subject to interpretation. Generally speaking, expenses relating to the upgrade of the flow meter are appropriately charged to the Reserve Account. Some items that are not specifically named in the Reserve Study may be operation and maintenance expenses. For example, a single valve replacement on the chlorine tank might be an O&M expense, but a refresh of all bleach tank piping and valves could be paid out of reserves. Since the

valves and piping are not line items in the Reserve Study, it becomes a judgment call. Lynn said he will review the recent invoices and note the appropriate budget category. He also noted, and all agreed, that our internal discussions about budget categories could not hold up prompt vendor payments. Rick suggested we clarify the process for categorizing expenses (determining which items can be covered from the Reserve Account). Randy volunteered to develop a list for board review. Lynn noted that items within any expenditure category need to be broad enough to be useful versus a category for every expenditure item.

- **City Billing and Sewer Flow Evaluation:** Tabled for now.

#### **New Business:**

- **Feedback on newsletter:** Positive feedback on Summer Newsletter. Homeowners commented that they would like fix-it lists for other items in their household. The board agreed that other household maintenance and operational items were gladly not within STEP purview.
- **Pump house equipment refresh:** Lynn added that we are nearing the end of the pump house upgrades.
- **Implementation of flow-paced chlorination:** Implementation has started, however, it is not working appropriately. We are currently waiting for a response from the pump supplier.
- **Proposed 2022 budget: Discussed at length.** Lisa will rework the proposed 2022 budget and send another draft to the Board for review. STEP monthly fees have not increased in 4 years despite many other increased costs. The board has evaluated all potential cost savings and negotiated special rates. Volunteer assistance has also helped keep costs low. Unfortunately, we are

faced with a likely rate increase in 2022. The board will continue to evaluate the needed increase as we develop the budget.

- **City sewer rates—current and 2022 projected:** Lisa commented that her estimated 2.5% increase was obtained from the City and then applied to the 2021 actuals to obtain 2022 projected costs.
- **Board membership—expiring terms:** Megan Amherst and Randy Young have not yet decided to place their names on the upcoming ballot to continue with the Board. Frank Addison will not be continuing with the Board. Carol will draft a request for volunteers for community distribution.
- **Calendar for annual meeting and needed preparations:** Again, Covid has impacted the routine of having an in-person annual meeting. After lengthy discussion, the Board will repeat the meeting format we had in place for 2021. We will have an informational package, ballots for the vote by mail, and a Zoom meeting on November 4, 2021, at 5:00 pm to address any questions. All ballots will be due following the Zoom meeting. Per Washington law, the ballots constitute/replace the in person annual meeting.
- **System tour:** Lynn is still working on this.

**Meeting Adjourned at 12:01 pm**

**Next Zoom Meeting Date: September 14, 2021, at 2:00 pm**

**Date for Zoom Annual Meeting November 4, 2021, at 5:00 pm**

Respectfully Submitted,

Frank H Addison