

# CANTERWOOD DIVISION 12 STEP ASSOCIATION

September 14, 2021

## Meeting Minutes

### Board of Directors Zoom Meeting

**Meeting called to order at 2:03 pm**

**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:** The Board approved the Board of Directors Meeting Minutes for August 24, 2021.

**Financial reports:** There were no concerns about the August financials. The Board approved them.

**E-mail decisions since the last meeting:** The Board accepted all decisions:

- Accepted the August 24, 2021, Directors Meeting minutes.
- Approved Lynn Singleton's September 1, 2021 reimbursement request for general equipment refresh.
- Approved Lynn Singleton's September 4, 2021 reimbursement request for flow meter changes

### Old Business

**Flowmeter and Equipment refresh:** Lynn reported that Seametrics exchanged our three-inch flow meter with a two-inch model at no cost. The smaller model better fits our system needs. Lynn installed the new meter and connected the refreshed pump. The system refresh has been completed, and all equipment is installed and operational. Division 12 STEP now has a fully functional flow-paced chlorination system as per the original agreement with the City of Gig Harbor. The replaced three-inch meter has been returned to the factory.

**Proposed 2022 budget:** Several revisions of the projected 2022 budget have been developed and sent to the Board members by e-mail. After much discussion, the Board decided:

- Dues will need to increase in 2022, the amount yet to be determined.
- The last time dues changed, several community members did not adjust their automatic payments. If this happens, the Board will reach out directly to those affected.
- The dues increase will be rounded to the next whole dollar

- The projected excess from this rounding up decision will be placed in the most unpredictable budget category: equipment repair and maintenance
- The projected 2021 carry-over will be included in the 2022 budget document as a line item
- The contingency category presented in the 2021 budget will not have an entry for 2022 as the modest contingency from the round-up will be included in the equipment repair and maintenance category.
- Lisa will update the draft budget and distribute it next week.

**Board memberships request:** We have received no response to our e-mail request. Lynn will send out a personal note to the community this week.

**STEP system tour:** Per Rick's suggestion, the tour will be expanded from a board tour to a community tour. It is set for Thursday, September 23, 2021, at 4 pm and should take no more than 1 hour. The announcement/invite will be combined with the second Board membership request.

**Reserve Account:** Lynn had some suggested updates and will send them to Randy. He will do another version and distribute it for review.

**New Business:**

**Annual Meeting Materials:** We have the 2020 annual meeting materials on the website, and Lynn will revise and issue a draft for review. Carol noted that the new law passed by Washington requires some updated language.

**Quarterly Service:** Aadvanced performed the quarterly system service before the scheduled date.. Lynn contacted the Chief Operating Officer to complain that by showing up before the scheduled time, they did not get the needed training for the new 2021/2022 scope of work, and they submitted a bill that was not representative of the scope of work, nor the work performed. Scheduling problems have occurred previously, and we are waiting for a new appointment to address the noted deficiencies. The invoice is currently being held until the work is completed and resolved to our satisfaction. Lynn will inform Diamond when the bill is approved for payment.

**Annual Meeting Materials:** Materials will be prepared and distributed for review and approval via e-mail. Finalization and community distribution need to occur on or before October 18, 2021.

**Next Meeting:** No regular meeting was scheduled. The annual meeting is the next scheduled meeting.

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

**Meeting Adjourned: 3:26 pm**

Respectfully Submitted,

Frank H Addison, Secretary