

Canterwood Division 12 STEP HOA

c/o Diamond Community Management
7512 Stanich Lane, Suite 6
Gig Harbor WA 98335
253-514-6638

Welcome to Canterwood Division 12 Step Home Owner's Association

Canterwood has been built in phases and there are multiple Home Owner Associations (HOAs) within the Canterwood boundary that were established as a part of the development process. As one of 71 properties within Canterwood Division 12 you are members of a stand-alone HOA with the sole purpose of managing the infrastructure for your STEP sewer system.

A STEP (**S**eptic **T**ank **E**ffluent **P**ump) system consists of your septic tanks, a grinder pump and the HOA managed conveyance system that “pre-treats” our wastewater before being discharged to the City of Gig Harbor for final treatment.

The septic tanks and grinder pump are located on your lot and are your responsibility to maintain. Companies that can help you with problems with your system are listed on the Service Providers page of the Division 12 STEP HOA's website www.canterwooddiv12STEP.org.

The Division 12 STEP HOA is responsible for the infrastructure, monthly operation and maintenance expenses associated with pretreatment and the City of Gig Harbor monthly treatment costs. Monthly dues are assessed to each Division 12 homeowner to cover STEP system operation and maintenance costs.

An elected Board of Directors (BOD) meets regularly and has at least one annual general membership meeting, usually in November. The annual meeting usually includes a status report on: STEP finances, including the Reserve Account, past year expenditures and projected upcoming budget (including a vote on the homeowner monthly billing rates); election of new Board members; a look at the previous year's accomplishments, plans for the next year; and open discussion. Look for the announcements, please attend, and consider getting involved and serving on the BOD.

The associations' website, www.canterwooddiv12STEP.org is available to provide information to the community and a repository for STEP related community resources. Please check it out for Frequently Asked Questions, tips regarding your system and BOD activities. Any comments or suggestions about the website are welcome. Let your BOD know!

We also need to contact you from time to time about STEP related concerns. Please call or email Carol Burton carol@diamondcm.net with contact preferences and Lisa Dillon lisa@diamondcm.net to establish monthly payment arrangements. Both are with Diamond Community Management, our management support team, at 253-514-6638.

Again, welcome to the community!

Your STEP Board of Directors

Lynn Singleton, President
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John Soukup, Vice President/Sec
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Rick Meeder, Treasurer
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