

Date: October 17, 2020

Subject: IMPORTANT NOTICE for Canterwood Division 12 STEP Homeowners

Greetings Canterwood Division 12 STEP Homeowners:

We hope that you are well and making the best of these challenging times. The purpose of this message is to provide information about two upcoming activities.

STEP System Maintenance. During the week of October 19-23 our Operations and Maintenance contractor *Aadvanced Septic* will be accessing vaults and exercising the STEP system valves in the neighborhood. (The valves allow sections of the system to be shut down if there is an issue.) Although you may not have any system valves in your yard, you may see the crew working near your property.

We know the other STEP system in Canterwood reported a number of tripped homeowner septic tank alarms after a similar maintenance project. Unfortunately, their contractor left a valve or two closed, activating home alarms in the affected section because tanks could not empty as they routinely do. Every effort will be made to ensure we avoid similar problems. However, things happen – and if you or your neighbors encounter alarms in your system next week, please contact Lynn Singleton at (360) 789-9176.

SAVE THE DATE: STEP HOA Virtual Annual Meeting. Due to current restrictions on in-person gatherings, we are conducting the Division 12 STEP Homeowners Annual Meeting via ZOOM video conference at **6:00pm on Thursday, November 12.** Election of board members, budget ratification, and 2019 Annual Meeting Minute approval will be completed via mail-in ballot that will be sent to you before the November 12th ZOOM meeting. You need to submit your ballot on or before November 20th at 5:00 PM.

Watch your mailbox... for a packet of printed material that will include the Minutes of the 2019 Annual Meeting, proposed 2021 Budget with Allocation, Reserve Fund Summary, ballot and detailed instructions on how to access the 2020 virtual Annual Meeting.

We hope you'll plan to join us from the safety and comfort of your home for the 2020 Virtual Annual Meeting and please be sure to send in your ballot.

Lynn Singleton, President
Board of Directors, Canterwood Division 12 STEP Homeowners Association