

CANTERWOOD DIV. 12 STEP ASSOCIATION

June 14, 2022 Board Meeting

--MINUTES--

Call to Order: The meeting was conducted via Zoom virtual platform and called to order by board president Lynn Singleton at 10:05am PDT.

Attendance: Lynn Singleton (President), Megan Amherst (Vice President), Chad Scialabba (Treasurer), Scott Lane, Rick Meeder (Secretary), Lisa Dillon (DCM).

Homeowners Present: None.

Financial Reports: Lisa reported that one of the Association's CDs will mature in September with higher interest rates anticipated.

M/S/C: *The board approved the financial reports for April and May, 2022.*

Email Decisions (since last board meeting):

- Approved *Request for Proposal* for 2022-23 Operation & Maintenance contract.
- Delayed system tour due to inclement weather.

Old Business:

2022-23 Operations & Maintenance Contract: Proposals are due to DCM by 6/15. Based on recent conversations, proposals are expected from Aadvanced and DrainPro. Both were asked to offer preferred pricing for Association members. DCM will distribute copies of proposals to board members for review, comments and questions. The new contract term begins on 7/1/22 and can be extended for an additional year.

Emergency Contact Information: Lynn will confirm that the new Canterwood HOA security contractor has current board contact information.

Reschedule System Tour: The system tour for new board members has been rescheduled for Thursday, 6/16/22; meet at the pumphouse at 9am.

STEP Association Credit/Debit Card: The board revisited the question of applying for a credit or debit card to simplify procurement of supplies and system components. After a discussion of pros/cons, an earlier decision not to proceed was affirmed.

Summer Newsletter Timing/Topics:

The board reviewed a list of possible topics for the annual newsletter. Lynn/Rick will draft content that highlights system-level activity and reminds members of maintenance requirements. The one-pager on *How to Silence Your Septic Alarm* will be redistributed along with preferred pricing information from the O&M contractor. Decision is pending on whether to distribute via email or mail printed copies.

A/R: Rick will check with Canterwood HOA on possible use of flyer boxes at mailbox kiosks.

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New Business:

Web site: Webmaster (Steve Muretta) will be unavailable to support new postings this summer. Next web site update will be delayed until fall.

City of Gig Harbor Sewer Bill: The city confirmed the May 2022 billing (which exactly matched the March billing amount) was an estimate, most likely due to difficulty in accessing the terminal flow meter.

Pierce County Jurisdiction of STEP Systems: Lynn reported on his communications with Pierce County after an Association member received a *Notice of Violation (NOV)* following a septic tank overflow (due to a failed backflow preventer). The county was automatically notified through the contractor's required sewage transport report. The county confirmed it has no jurisdiction over STEP systems and acknowledged its error in issuing the *NOV*. A follow-up message clarified that the county does have jurisdiction over on-site wastewater disposal (so a *NOV* could be issued under the general code for improper sewage disposal on a person's property).

Pumphouse Status/Supplies: Lynn estimated expenses of ~\$200 for annual purchase of tubing and other expendable equipment.

Annual Meeting: The annual meeting of the Association will be held on Thursday, 11/3/22. Time and determination of in-person vs. virtual is TBD.

A/R: Rick will reserve Canterwood HOA conference room to support in-person option.

Next Meeting Date: The next meeting of the Canterwood Division 12 STEP Association Board of Directors will be at 10am on Tuesday, August 16, 2022 (virtual).

Adjourn: This meeting was adjourned at 11:38am PDT.