

CANTERWOOD DIV. 12 STEP ASSOCIATION

August 16, 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 10:03 a.m. PDT.

Attendance: Lynn Singleton (President), Megan Amherst (Vice President), Chad Scialabba (Treasurer), Scott Lane, Rick Meeder (Secretary), Carol Burton, Diamond Community Management (DCM).

Homeowners Present: None.

Financial Reports: One of the Association's CDs will mature on 9/28/22. The board authorized DCM to shop terms/rates and report options prior to expiration date.

Moved/Seconded/Carried (M/S/C) to approve the financial reports for June 2022 and July 2022.

Email Decisions (since last board meeting):

- Approved the summer newsletter package and distribution
- Approved reimbursement to Lynn Singleton for consumables and back-up repair parts

Old Business:

Emergency Contact Information: Routine check revealed new CW-HOA security contractor is unaware of emergency contact protocol for issues related to Div. 12 STEP infrastructure. Lynn has contacted CW-HOA to clarify communications process.

Action Required (A/R): Follow-up with CW-HOA to determine corrective measures.

Treatment House Status and Supplies: One source of moisture in treatment house may have been from condensation caused by hot summer temperatures. Both chlorine tank shutoff valves were leaking. Lynn replaced valves and recommends keeping 9-volt batteries (flow meter) in inventory.

Use of CW-HOA Flyer Boxes: Request for use of flyer boxes in Div. 12 to distribute printed copies of summer newsletter package was declined by CW-HOA board. (CW-HOA policy under review.)

System Valve Exercising/Community Notification: Valve system maintenance is scheduled for 9/1/22. DCM will notify members of timing and include a preview of activity. Chad asked if vendor will have inventory to replace valves if necessary. Lynn will validate Advanced cost estimate per contract pricing.

Annual meeting reservation: The CW-HOA conference room has been reserved for potential in-person meeting at 5:30-6:30 p.m. on Thursday, 11/3/22.

Web site Update: Webmaster Steve Muretta reports some weakness in site security and issues installing the new security certificate. He may recommend using the web host's security services. Additionally, the board expressed appreciation for the volunteer efforts that Steve continually provides the community.

M/S/C to recognize Steve's support of the web site with \$100 gift card.

A/R: Lynn will send and submit reimbursement request.

FAQ revisions: Lynn proposed revisions to the Frequently Asked Questions posted on the web site.

A/R: Directors will review/comment by COB Friday, 8/16/22.

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New Business:

Newsletter Print Quality: The print quality (low resolution) of the 2022 newsletter was degraded by multiple scans as documents were combined for distribution. Directors discussed options for improvement and pros/cons of direct mail. Chad and Scott have the capability to combine documents from different sources and can help with document preparation. The board/DCM encourage members to “go paperless” and will continue to distribute routine communications via email (*e.g., board meeting minutes, notices of system maintenance, etc.,*) unless member have requested otherwise.

M/S/C to plan/budget for delivery of newsletter and Annual Meeting packet via USPS.

Annual Meeting/Calendar for document prep and mailing: Information packet for the Annual Meeting must be postmarked by 10/19/22 (14 days prior to meeting date). Recent changes in Washington law allows for electronic distribution and that will be considered.

- Target date for final approval of the Annual Meeting package is 10/12/22.
- Proposed 2023 Budget/Ballot will be finalized at the September board meeting on 9/13/22.

Directors discussed the financial documents to be prepared and included in the info packet and the newly developed end-of-year financial summary that provides a more complete picture of Association financial health.

A/R: Carol will remind Lisa of timeline for budget development (including added mailing costs).

Board Terms Expiring/Call for Volunteers: Lynn’s and Rick’s current two-year terms will expire at EOY. Lynn will run for re-election; Rick is undecided.

A/R: Call for Volunteers (board candidates) should accompany distribution of Minutes of this meeting.

The next meeting of the Canterwood Division 12 STEP Association Board of Directors is scheduled at 10 a.m. on 9/13/22.

M/S/C to adjourn at 11:23 a.m.

--Respectfully submitted: Rick Meeder, Secretary--