

CANTERWOOD DIV. 12 STEP ASSOCIATION
Sept. 13, 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 10:02 a.m. PDT.

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

Homeowners Present: None.

Financial Reports: One of the Association's CDs will mature on 9/28/22 (with 10-day grace period for renewal). DCM will shop terms/rates and report options prior to maturity date. (Fed meets on 9/20-21 with rate hike expected.) The August Operating Statement (Budget vs. Actual) did not show a budgeted amount for the liability insurance premium. Lisa will adjust internal process to align budget/expense.

Moved/Seconded/Carried (M/S/C) to approve the financial reports for August 2022 with changes noted above.

Email Decisions (since last board meeting):

- Approved revisions to Frequently Asked Questions (FAQ) posted on the web site.
- Approved revision and distribution of *Volunteers Needed* flyer.
- Approved the Minutes of the August 16, 2022 board meeting.

[Review/Approval of Minutes by the board is always conducted via email, but occasionally that email decision has not been captured in this section of the minutes. That oversight will be corrected going forward.]

Old Business:

Emergency Contact Information for Canterwood Security: Lynn reviewed history/process of notification with CW-HOA and requested that security contractor be briefed on importance of emergency contacts for the STEP System. CW-HOA has done so; trust but verify.

System Maintenance and Operations: On a recent service call, chlorine quantity delivered was less than specified and the technician broke an injection port in the manifold. Lynn helped with repair and ordered two ports for inventory. Invoice payment will be delayed until chlorine issue is resolved and reimbursement for the broken port is confirmed. The new AAdvanced account representative proposed a site visit (to be scheduled).

Biannual system valve exercising was successfully completed at a cost of ~\$300. One valve not previously documented was left closed, which activated a homeowner's alarm; Lynn opened the valve and reported to the contractor. One riser (valve sleeve) was jammed by tree roots; Lynn fixed that, too. One 24" riser lid needs to be replaced (ordered). Delightful discovery: A family of tree frogs has taken up residence in the terminal vault.

Web Site Security: Webmaster Steve Muretta was able to successfully update web site security and upload a trove of new documents. The new URL for the association web site is:
<https://www.canterwooddiv12step.org>.

New Business:

Document Preparation Guidelines: The board discussed proposed guidelines for timely creation/review/approval of various documents, e.g., meeting minutes, activity reports, etc.

A/R: *Lynn will adjust timelines, specify "business days," and circulate for comment (within 3 business days!).*

Proposed 2023 Operating Budget:

Lisa (DCM) presented a proposed annual operating budget for 2023. The board discussed several adjustments to expenses, including a reduction in O&M visits (three instead of four). The likelihood of a rate increase by the City of Gig Harbor is unknown at this time (but ~2.5% for past four years). The board also discussed the Reserve Account and low probability of major capital expenses.

A/R: *Lisa will revise the proposed 2023 budget accordingly and distribute for review.*

A/R: *Lynn/Chad will review the current Reserve Study and evaluate need for full funding based on a realistic assessment/schedule of capital requirements.*

Annual Membership Meeting. The board discussed the pros/cons of various formats and the process/deadlines for document preparation/distribution. The following decisions were approved:

- *An election (mail-in ballot) will serve as the Annual Meeting. **No in-person or virtual meeting.** (Complies with recent changes in Washington law re annual meetings of associations.)*
- *The **Information Packet** will be distributed by USPS and email.*
- *Lynn will modify the **Annual Report**, which includes 2023 priorities.*
- *The **Budget Allocation by Owner** report will be appended to the Annual Budget document.*
- *The deadline for mailing the **Information Packet** will be 10/26/22.*
- *The deadline for returning ballots (emailed or postmarked) will be 11/10/22.*

A/R: *Rick will cancel the CW-HOA conference room reservation.*

A/R: *DCM will amplify change to Annual Meeting when distributing these Minutes (email or USPS).*

A/R: *DCM will send a sample Info packet for review and the board will determine content/format.*

Deadlines for "deliverables" for contents of Information Packet.

10/10: DCM sends September 2022 financials to Chad.

10/18: DRAFTS of all Annual Meeting documents circulated for review/comment.

10/21: Revisions circulated for review/comment.

10/24: Final approval of Information Packet for distribution to members.

Next Meeting: 10 a.m. on Tuesday, 10/18/22 (tentative).

M/S/C: *The board meeting was adjourned at 12:15 p.m.*

--Respectfully submitted: Rick Meeder, Secretary--