

CANTERWOOD DIVISION 12 STEP ASSOCIATION

February 14, 2023 Board Meeting Minutes

Zoom Call to Order: 10:00 a.m.

Attendance: Lynn Singleton, Megan Amherst, Chad Scialabba, Scott Lane, Dan Riley, and Carol Burton, Diamond Community Management (DCM).

Homeowners Present: None.

Welcome New Board Member: Dan Riley, the newly elected board member, was welcomed to the board and introductions were made by all. A system tour will be scheduled at an agreeable future time, The Guidelines and Board Responsibilities document was summarized, and an overview of the operational practices provided.

Elect Officers for the Board of Directors: The Board Officers were elected and will consist of the following: Lynn Singleton, President; Megan Amherst, Vice President; Dan Riley, Secretary; Chad Scialabba, Treasurer, Scott Lane, Director. (Lynn agreed to prepare the minutes today)

Email Decisions: The email decisions (since last board meeting) were noted:

- Approved Annual Meeting Package and all documents (10-20-2022)
- Approved the Operation and Maintenance document for found infrastructure (11-4-22)
- Approved the Draft Minutes for the 2022 Annual Meeting and distribution (12-1-2022)
- Approved the Board meeting date and time; February 14, 2023, 10:00 a.m. (1-19-23)

Financial Reports: October, November, December 2022, and Year-end financial reports were discussed. It was unclear if the suggested changes to the Reserve Account interest accounting categories previously identified were made. Board approval was tabled until Chad can discuss the affected reports with Lisa Dillon, DCM accounting manager, and determine if the needed changes were made. Chad will inform the Board as to any monthly reports that are affected, and these will be corrected and reposted on the website once the board has approved.

Additionally, interest income from the Reserve Account Money Market account and the CDs will be combined into one budget category. It is important to note that the interest income accounting was combined to simplify the reports and does not represent a financial discrepancy. Once amended, the outstanding financial reports will be presented and, if appropriate, approved by email.

Old Business:--None

New Business:

Pierce County Regulatory Responsibilities: Lynn briefed the board about an enforcement issue with Tacoma Pierce County Health Department (TPCHD). One of our residents received a notice of violation for their system. Research and discussion with TPCHD managers revealed that the notice resulted from an error in the TPCHD database. They thought the resident had a conventional onsite wastewater management system. TPCHD agreed that the notice was in error, as they do not regulate STEP systems. Lynn sent a file to TPCHD that listed all STEP members and the TPCHD

corrected their records for Division 12. This effort should stop any similar future notices. Lynn also coordinated with the Canterwood STEP system President, so they would be aware of the issue. The TPCHD also reviewed language for a new Frequently Asked Question on the Division 12 STEP Association's website.

Infrastructure Update: Lynn and Chad briefed the Board on their efforts in late 2022 to locate "lost" infrastructure with rented equipment. Several items were found and the new information was incorporated into the Found Infrastructure document by Lynn and Chad annotated the As-Built Drawings. Both have been posted to the website and are available to all. Some infrastructure was not found, and system operations could be affected if an issue were to occur. The Board agreed that we should research more complex locating options using the tracer wires that should be installed throughout the system. Chad will obtain and transmit a bid for locating work with emphasis on finding the missing Air Vacuum Release Assembly. This work may be funded by the Reserve Account. Once completed, any additional located equipment can be incorporated in the upcoming Reserve Study and our system documentation.

Reserve Fund Account—Mix of CDs and Savings: The discussion broadened and the Board agreed to table the discussion until Lisa could answer a few questions, the infrastructure inventory/locate work could be completed, the cost of a new Reserve Study verified, and the nature of our banking accounts reviewed and reported by Lisa. Once this information is provided, we can determine the mix of CDs and Savings. All agreed we should have liquid assets to cover anticipated expenses for 2023. Lisa will be asked to research consolidating our two financial institutions and report pros and cons at the next meeting.

Reserve Study Update: It has been several years since our comprehensive Reserve Study was conducted. Chad and Lynn reviewed the results from their meeting with the Reserve Study Group (RSG) and noted that many of the underlying assumptions historically used should be revised. Carol agreed to contact the RSG for current quotes and subscription options for needed future annual revisions.

2023/24 Operation and Maintenance (O&M) Contract: Lynn reported as an informational matter, that the O&M contract with Aadvanced may be extended by another year. Lynn will request updated prices from them and any term changes for discussion at the next Board meeting to determine whether we will recompet the contract or extend it for another year. Aadvanced's performance has been satisfactory.

Other Items

- **Summer newsletter topic ideas:** System 101 Overview; emphasis on the information in our website; and researching a video on what to do if your system alarm goes off. Other topics will likely be considered at the next meeting.
- **Website:** The Frequently Asked Questions (FAQs) were updated, and the webmaster is back posting things for the community. The domain name is up for renewal this year at a cost of ~\$100.

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Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. April 25, 2023.

Adjourn: The meeting was adjourned at 11:30 a.m.

Respectfully submitted: Lynn Singleton