

CANTERWOOD DIVISION 12 STEP ASSOCIATION

April 25, 2023 Board Meeting Minutes

Zoom Call to Order: 10:02 a.m.

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

Homeowners Present: None.

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

- Approved the Draft Minutes for the February 14, 2023 Board Meeting (February 17, 2023)
- Approved the Financial Reports for October, November, December 2022, and 2022 Year-end (March 9, 2023)
- Lynn approved the Aadvanced O & M Service invoice for April 19, 2023 (April 20, 2023)

Financial Reports: January, February and March 2023 financial reports were briefly discussed and approved by the Board.

Old Business:

Infrastructure Locating Update: Puget Sound Energy has done extensive location work in the Canterwood neighborhood as part of their system upgrade. We coordinated with their locating work to ensure that STEP 12 system components were identified. They were unable to locate our infrastructure in the areas to be excavated. During this process, we determined that the system outside of Division 12 was not installed with tracer wires. As such additional location work the Board had previously discussed will be extremely difficult and expensive. Motion made and approved to cease additional infrastructure locating work at this time, notwithstanding a catastrophic event that requires additional efforts.

Reserve Study Update: A reserve study is necessary to ensure the Association is saving funds to replace aging infrastructure. A revision is recommended every three years by a professional firm and the Board sought and received two bids for the revision. There are nuanced differences between the two proposals. It was recommended that we ask clarifying questions and request they modify their proposals. Lynn Singleton will contact both firms for the updates. The Board plans on issuing a contract for the revision later this year and continue the practice of self-performing the required annual updates that follow the revision.

Financial Accounts: Our two Reserve Fund CD's are maturing. It was moved and approved to renew both CD's for a 7-month term bearing interest at 4.25%. This will allow the Association to take advantage of higher yield interest rates while maintaining flexibility in the savings account to utilize funds if necessary.

2023/24 Operation and Maintenance (O&M) Contract: The O&M contract with Aadvanced Services may be extended by another year per our agreement. Lynn requested updated prices from Aadvanced and any term changes to make the extension decision, to date we have not heard

back. The Board went into Executive Session for 25 minutes to discuss Aadvanced's performance and next steps. In Executive Session, the Board determined we will continue the contract if we do not receive notice of cost increase by 5/1/2023 and a motion was made and approved in open session. Aadvanced's performance has been satisfactory. If changes are proposed, the Board will reconvene via email to determine next steps.

Summer Newsletter: Megan Amherst agreed to take the lead in developing content for a summer newsletter. Suggestions for content included: System 101 Overview, system alarm information, best practices for septic systems and information on our recently updated website. Draft content was requested by May 15, 2023.

New Business

Website Upgrades: Steve Muretta, former Canterwood resident and previous Canterwood STEP President has continued to provide website support to our Association. Recently Steve upgraded the website because the software utilized by our site was outdated. Steve moved the site to new supported software that provided security enhancements, updated FAQ's and developed an archiving system. All this work is done pro bono for the Association. The Board approved a \$250 gift card as a gesture to show our appreciation for Steve's hard work on our behalf. Megan commented that his work would have cost the community thousands of dollars. Lynn assisted Steve in his testing and clean-up and will further assist when Steve migrates the Canterwood STEP site. We have an agreement to share costs and some content with the Canterwood STEP Association for mutual financial benefit and both sites need to be on the same platform.

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. July 11, 2023.

Adjourn: The meeting was adjourned at 11:43 a.m.

Respectfully submitted: Dan Riley, Secretary