

CANTERWOOD DIVISION 12 STEP ASSOCIATION

July 11, 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 April 24, 2023 Board Meeting
- Lynn contacted Association Reserves, for a second reserve proposal as our previous vender did not respond with requested clarifications.
- Lynn Approved reimbursement of our share for web development tools required for site upgrades (May 31, 2023)
- Approved the Summer 2023 Newsletter and distribution date (June 24, 2023)

Financial Reports: April, May and June 2023 financial reports were approved by the Board.

Old Business:

Reserve Study Update: Proposals to complete a reserve study, necessary to ensure the Association is saving funds to replace aging infrastructure were discussed. Reserve Associates responded to Lynn's proposal request and the Board wanted some clarifications. Lynn agreed to draft a letter for review. Once approved, he would send to ensure that the work would be completed for a fee of \$1840. We advised Reserve Associates that we would provide an updated spreadsheet with our equipment and that we would accompany them on their site tour.

New Business

Terminal Flow Meter Replacement: It was discovered that the Terminal Flow meter documentation was incorrect and not readily available from the manufacturer. This is important as we approach its end of life, we need to understand the meter codes. After some effort, we obtained the correct documentation and can now monitor it correctly for the end-of-life signal. We have approximately 6 months to replace the meter once an end-of-life signal is observed. The meter was installed in 2012 and has an approximate 10-year life span. A new meter would have a projected 20-year life span.

Annual Meeting: Board discussed the information that needs to be communicated annually to STEP members. It was decided that we would report similar information as communicated last year. The Board decided not to hold an in-person meeting or a zoom call. A package will be assembled and mailed to STEP members by 10/26/2023. The package will include STEP financial information an annual overview, and a ballot for expiring Board members. Ballots will be due back by 11/10/2023. Carol agreed to prepare a draft email calling for volunteers. Lynn will review and distribution will occur in late July or early August.

Newsletter: The annual newsletter was mailed 6/24/2023. The Board commended Megan Amherst for authoring the newsletter. The Board received favorable input from residents regarding the communication. The letter was shared with the Canterwood STEP Association President as the discounts from Aadvanced Services are now in place Canterwood-wide.

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. November 14, 2023.

Adjourn: The meeting was adjourned at 11:01 a.m.

Respectfully submitted: Dan Riley