

## **CANTERWOOD DIVISION 12 STEP ASSOCIATION**

### **January 23, 2024 Board Meeting Minutes**

**Zoom Call to Order:** 10:04 a.m.

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

**Homeowners Present:** None.

**Email Decisions:** The Board approved the following email decisions that were made since the previous board meeting:

- Including the remote readout option for our new terminal flow meter and reimbursing Lynn Singleton for cost increase/difference, November 21, 2023
- The decision to move the Community's CDs to Sound Credit Union for a 5.25% rate (10-month term), November 28, 2023
- Draft of 2023 Annual Meeting Minutes and November 14, 2023 Board Meeting Minutes for distribution, November 30, 2023
- Reminder letters for the increased 2024 monthly fees—2 versions, auto debit and other and the Lessons Learned email, December 12, 2023
- Reimbursement to Chad Scialabba for installation parts needed for the new terminal flow meter, December 17, 2023
- Reimbursement to Lynn Singleton for installation parts needed for the new terminal flow meter, January 8, 2024

**Financial Reports:** The Board approved November, December, and year-end financial reports. It also verified that the CDs are for a 10-month term receiving 5.25% interest.

#### **Old Business:**

**Terminal Flow Meter Replacement:** Beginning in mid-December 2023 and finishing on December 19th, Board members Singleton and Scialabba replaced the terminal flow meter that had failed in October 2023. Their volunteer efforts and generous donations of time, associated materials, and expertise resulted in significant savings to STEP members. Look for an estimate of the cost savings in an upcoming special edition of the STEP newsletter. Special thanks to the volunteers who worked so diligently to procure, coordinate, and install the new flow meter in less than delightful weather conditions.

**Aerator Inspection:** The Board volunteers who installed the new terminal flow meter intended to inspect the aerator during installation of the new meter while the system was offline; however, weather and darkness precluded this work. We will reschedule the aerator inspection when the weather is a bit more cooperative.

**Reserve Study Update:** The Board hired Reserve Associates last year to update our Reserve Study. They completed their analysis was completed in December and issued a draft report. This update meets all requirements of the Revised Code of Washington for Associations like ours. Preliminary findings are that our Association is well funded. This means that our Association's special

assessment and deferred maintenance risks are low. The objective of the multi-year funding plan is to ensure our reserves are kept at a level where we have a low risk of reserve cash flow problems. Chad and Lynn will complete their final review of the report and communicate comments to Reserve Associates today. The Board will consider any additional funding needs for the reserve account at a future meeting.

### **New Business**

**Liability Insurance Review:** During a previous Board meeting, members raised concerns regarding language in our liability insurance policy. On December 4, 2023, Lynn Singleton emailed questions to Tim Lopez, our AmFam insurance Agent, who allayed our biggest concern, which centered on bad acts/pollution/exclusions. There are some remaining concerns regarding delayed claims. Lynn Singleton will follow up and request further clarification.

**2024 Operations and Maintenance Plan:** Discussing maintenance for 2024, the Board saw the need to develop an Infiltration and Inflow (I&I) plan. This is needed due to the increased flows we saw during the summer of 2023. The last assessment was performed in 2013/2014. A group of Board volunteers will make recommendations for next steps toward developing an I&I Assessment Plan at our next Board meeting.

**Plan to Review City Sewer Charges:** With the new terminal flow meter installed on December 19, 2023, we will now be able to more accurately track treated waste flow rates. Once enough data has been collected over several months, the Board will determine if we need to follow-up with Gig Harbor City.

**O&M Contract Renewal:** There have been some issues with our current contractor, Aadvanced, that warrant evaluation of other contractors. There are currently four months remaining on their contract. The Board will initiate outreach to potential contractors for evaluation in advance of the end of the current contract period.

**Community Outreach:** The Board agreed to initiate an outreach to Community members in late spring/early summer to make members aware of the significant volunteer effort that went into replacing the flow meter and communicate the plan for evaluating I&I, a topic that requires involvement of all STEP members.

**Next Meeting Date:** The next Zoom meeting will be held at 10:00 a.m. on April 23, 2024.

**Adjourn:** The Board adjourned the meeting at 11:22 a.m.

**Respectfully Submitted:** Dan Riley