

CANTERWOOD DIV. 12 STEP ASSOCIATION
January 25, 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 10:06am PST.

Directors Present: Lynn Singleton, Megan Amherst, Rick Meeder, Chad Scialabba, Scott Lane.
Diamond Community Management (DCM) Present: Carol Burton, Lisa Dillon.

Homeowners Present: None.

Welcome new Board Members: Chad Scialabba and Scott Lane were elected to two-year terms at the 2021 annual meeting and attended their first board meeting.

Board Orientation: Lynn led an orientation for new directors which included an overview of governance practices, administrative/operational norms and business rhythms. He offered to lead a system tour for new (and old) board members. During the discussion, it was suggested we evaluate the potential to obtain a debit card from our primary bank account for ancillary purchases.

A/R (Action/Required): *Lisa will contact the bank and report requirements to obtain a debit card for further board consideration.*

Election of Officers: Board officers for 2022 are President: Lynn Singleton; Vice President: Megan Amherst; Secretary: Rick Meeder; Treasurer: Chad Scialabba.

Financial Reports: Lisa researched a \$5 discrepancy (overage) in the 2021 financials, but could not reconcile; suspect a historical bank fee credit in our favor.

A/R: *Lisa will revise December statements and add \$5 as a reimbursed expense.*

M/S/A (Moved/Seconded/Approved): The board approved September-December financial reports subject to revision noted above. (New board members Chad/Scott abstained.)

Email decisions since last meeting:

- Approved DRAFT Minutes of Annual/Informational Meeting (November 4, 2021) and ballot summary.

Old Business:

Chlorination/operational adjustments: The new flowmeter allows more efficient injection of chlorine for wastewater treatment. Chlorine replenishment may require only three service calls per year instead of four (potential \$1750 savings on O&M budget). Functional life of the pump tubing is another factor to consider (squeezing effect on every rotation of pump causes tubing to wear). Lynn will monitor with weekly tubing checks after three-months in service.

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Intermittent pipe leak: Lynn reported recurrence of a leak in the new plumbing configuration required for flowmeter installation in treatment house.

A/R: Lynn will contact Aadvanced to address the leakage issue.

New Business:

Year-end financial report: The board discussed the concept/format for a new financial report with true year-end data (note: budget summary presented at annual/information meeting includes *projections* for EOY revenue/expenses).

A/R: Chad will review budget documents from annual meeting, validate that year-end data is consistent with projections, and propose a final format for board review.

Terminal flow meter replacement: The battery on the terminal flowmeter (which city monitors for bi-monthly billing) is approaching the end of its 10-year life. Aadvanced checks the battery on each service call. If the low-battery indicator comes on, it will need to be replaced.

A/R: Lynn will generate a letter to the city reporting installation of our new flow-paced treatment capability and inquire about compliance/current technology for terminal flowmeters.

Emergency contact info: Major system components and treatment house are posted with instructions to Call Security in case of emergency.

A/R: Lynn will provide updated Association contact information to new Canterwood HOA security contractor.

Washington Non-Profit Corporations Act: New rules/requirements for non-profit organizations including HOA/Condo associations became effective Jan. 1, 2022. DCM is awaiting analysis from legal advisors and will share guidance with the Association as needed.

System Tour: Lynn will lead a STEP system tour at 5pm on Tuesday, March 1, 2022.

Next Meeting Date: The next meeting of the Canterwood Division 12 STEP Association Board of Directors will be at 10am on Tuesday, April 19, 2022.

Adjourn: This meeting was adjourned at 11:54am PST.