

# Canterwood Division 12 STEP Association Board of Directors (BOD) Quarterly Meeting

## Minutes for April 19, 2022

### Attendance via Zoom:

- Lynn Singleton, President
- Megan Amherst, Vice President
- Chad Scialabba, Treasurer
- Scott Lane, Member at Large
- Carol Burton, Diamond Management
- Lisa Dillon, Diamond Management

**Call to Order:** Mr. Singleton called the meeting to order at 10:03 a.m.

**Financial Reports:** The BOD approved January, February, and March 2022 financial reports as submitted.

**STEP Association Dues:** Ms. Dillon reported that everyone, with one exception, was current on their dues, all ACH transfers were updated to the current rate. **Ms. Dillon will work with the outstanding account to bring it up to date.**

### BOD Email Decisions Since Last Meeting:

- Approved the new Annual Budget Summary Report developed by Treasurer Chad Scialabba.
- Approved letter to City of Gig Harbor, notifying them about our need to replace the terminal flow meter in the next year and requesting any new meter and coordination requirements.
- Delayed system tour due to inclement weather.

**Pumphouse Status:** Mr. Singleton reported to the BOD that the current chlorination method is working well, that the in-place tubing is in good operational condition, and that we have a good quantity of chlorine. With that information, the BOD approved moving from a 3-month service call schedule to a 4-month schedule, which will equate to significant annual savings. There are two small, intermittent leaks in the plumbing at the pumphouse. **Mr. Singleton will call AAdvanced to fix those leaks this summer.**

**Terminal Flow Meter Replacement:** Mr. Singleton has been in contact with Gig Harbor about our need to replace the terminal flow meter, receiving verbal approval via phone regarding calibration requirements and the city's 48-hour coordination requirement before installing the new meter. Mr. Singleton also reached out to the vendor HD Fowler to identify and check availability of the meter we need. He was happy to report that they do carry a direct-fit replacement meter. It was pointed out that we should try to obtain a meter that hasn't been sitting on the shelf for a long time, using up its battery and warranty.

**Emergency Contact Information:** Mr. Singleton has given the new Canterwood Security Team the emergency contact information for the STEP system, including name, phone number, and building location. **Mr. Singleton will follow up with Security in a couple of months to ensure that the information was recorded properly.**

**Washington Non-Profit Corporations Act:** Ms. Burton checked with Diamond Management’s legal counsel regarding the recent law changes that affect non-profit organizations like the STEP Association. The applicable changes essentially echo Governor Inslee’s COVID-19 proclamation: that Zoom meetings are acceptable replacements for in-person meetings and that email notifications are acceptable replacements for physical mailings. Ms. Burton also noted that we are compliant with the disclosure requirement for financial report inspection availability and auditing.

**Rescheduled System Tour:** The BOD set a new date for a tour of the STEP system: Thursday, May 19, 2022 at 5:00 p.m., meeting at the pumphouse on Foxglove.

**Credit/Debit Card Research:** Ms. Dillon spoke with our bank account manager about obtaining a credit card or debit card for Association purchases. As there is no credit score for HOAs, a credit card isn’t feasible. A debit card is possible. However, given that only a handful of purchases are made each year and that there is an increased risk of fraud—albeit incredibly small—with a debit card, the BOD decided to not pursue obtaining a debit card at this time. Incidental purchases will continue to be made by BOD members followed by BOD approval and reimbursement.

**2022-23 Operations and Maintenance Contract:** The current O&M contract, which expires June 30, 2022, describes: annual actions and their associated fee, the fixed hourly rate for any needed repairs, and the discount for community members. Any approved contract would continue to feature these three key elements at a minimum. Two proposed changes to the contract would be:

- Given the improved chlorination operations at the pumphouse, decreasing the number of service visits from four to three per year.
- Adding an option for extending the operations and maintenance contract to two years.

The BOD discussed reaching out to AAdvanced and DrainPro, two vendors who have historically provided O&M bids. **Mr. Singleton will email our current contract to BOD members for review/edits/finalization.** Distribution will occur in early June.

**System Maintenance Work:** As it’s been nearly two years since the system’s valves were last exercised, the BOD voted to undertake this maintenance work this summer. The system is now fully mapped and photographed, which should allow for the vendor to perform the work with a team of two persons within a day.

**Summer Newsletter:** Mr. Meeder (absent from today’s meeting) has volunteered (by email) to layout the next newsletter. The BOD discussed potential content:

- Upcoming O&M contract and discounted rates for members of the STEP Association
- Valve exercising
- Implications of the Washington Non-Profit Corporations Act
- Summer tour of the STEP system
- Replacement of the terminal flow meter
- Ongoing education about STEP tank lids in owners’ yards, including finding the lids, keeping them uncovered, determining if they are cracked; perhaps include pictures of lids; perhaps offer a free lid again
- Educating HOA members about finding their system shutoff valves
- Financial savings from the new flow meter

Topics will be refined by the BOD at the next meeting and distribution will in early July.

**Next BOD Meeting:** The BOD set the date for the next quarterly meeting on June 14<sup>th</sup>, 2022 at 10:00 a.m. It will be conducted via Zoom.

**Adjournment:** Mr. Singleton adjourned the meeting at 11:33 a.m.