

CANTERWOOD DIV. 12 STEP ASSOCIATION
October 18, 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 10:01 a.m. PDT.

Attendance: Lynn Singleton (President), Megan Amherst (Vice President), Chad Scialabba (Treasurer), Rick Meeder (Secretary), Scott Lane (Director), and Lisa Dillon, Diamond Community Management (DCM).

Homeowners Present: None.

Email Decisions (since last board meeting):

- Approved Document Preparation Guidelines (9-18-2022)
- Approved Minutes from the 9-13-2022 board meeting (9-20-2022)
- Approved “Save the Date Correction” email to the community (9-20-2022)
- Approved termination of Reserve Account CDs and reissue at higher interest rate (9-30-2022)
- Approved reimbursement to Lynn Singleton for system parts (10-1-22)
- Approved reimbursement to Chad Scialabba for system parts (10-9-22)
- Approved reimbursement to Lynn Singleton for system parts (10-16-22)
- Approved reimbursement to Chad Scialabba for locator rental (10-18-22)

Financial Reports: The board reviewed the September 2022 financial reports submitted by Lisa on 10/12/22. Lynn noted that \$100 for webmaster recognition (gift card) was entered as an Administrative Expense (5190) and should be charged to Website (5570). Lisa clarified accounting format for Owners Roll in response to questions.

Moved/Seconded/Carried (M/S/C) to approve September financials with adjustment to allocation of website expense.

Old Business:

System Maintenance and Operations: Maintenance contractor AAdvanced returned to deliver the balance of last chlorine order and a new lid. Lynn contacted the Account Rep re a system-generated invoice which included a second trip charge. Account Rep voided the charge and acknowledged our referral to the Canterwood STEP Association. Site visit still pending.

Recent discovery activity by Lynn/Chad identified 9 new system shut-off valves, a pig port (system drain) and a vacuum release assembly. There are other “lost” components to be located. Risers were elevated as needed and repairs made where necessary.

Action Required (A/R): Lynn will update system documentation to reflect additional infrastructure and evaluate the potential to annotate the As-Built document. Megan volunteered to assist with the documentation.

Reserve Study Evaluation: Chad briefed the board on his analysis of the existing Reserve Study, highlighting issues with “Useful/Remaining Life” projections for system components and replacement cost estimates that do not reflect significant increases in labor/material.

Chad recommended again hiring the Reserve Study Group to complete a Reserve Study update in 2023 to reconcile current condition of infrastructure, “lost” components, replacement costs, and other inconsistencies in the earlier study. (Estimated cost: \$1800.)

M/S/C to authorize a comprehensive update to the Reserve Study in 2023.

Annual Meeting of the Association: The board reviewed the various documents that will be included in the information packet to members in lieu of an Annual Meeting.

Finance/Budget: *Lisa will update proposed operating budget to reflect estimated \$1800 expense for Reserve Study update and edit the Reserve Fund Summary.*

2022 Annual Report: *Lynn will edit to show Reserve Study update as a 2023 Priority.*

2022 Estimated End-of-Year Financial Synopsis: *Chad will add a note to explain the importance of a healthy balance in Operating Account.*

2023 Board Candidates: *Lisa will update the ballot to show Lynn Singleton and Dan Riley as candidates for election to the board. Rick will not seek re-election. Rick was thanked for his 4 years of community service and thoughtful contributions as a board member.*

A/R: Documents will be updated and sent via email to BOD members for final approval by Thursday, 10/20/22.

New Business: (None)

Next Meeting Date: The Minutes of the Annual Meeting will include results of voting by a quorum of Association members and answers to any questions submitted through DCM. The date of the next meeting of the board will be determined via email following completion of that process.

The meeting was adjourned at 11:38 a.m.