

CANTERWOOD DIVISION 12 STEP ASSOCIATION

April 23, 2024 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/Actions: The email decisions (since last board meeting) were noted:

- Approved the January 23, 2024 Board Meeting Minutes, 1-24-2024
- Finalized and transmitted Reserve Study Report to Reserve Associates, 1-23-2023
- Accepted Final Reserve Study and paid vendor, 2-16-2024
- Approved consolidation of Website-related licenses to allow for a single renewal, 2-29-2024

Financial Reports: The Board approved January, February, and March 2024 financial reports. Diamond Management will reach out to 4 members who are currently paying incorrect STEP fees and forward the appropriate forms to facilitate correct payment.

Old Business:

Reserve Study Update: The Board reviewed the final report after Reserve Associates provided clarifications. Payment was been made to the vendor. This update meets all requirements of the Revised Code of Washington for Associations like ours. Reserve Associates top finding was that our Association is 99.4% funded. This means that our association's special assessment and deferred maintenance risk is low. The objective of the multiyear Funding Plan is to fund our reserves to a level where we have a low risk of reserve cash flow problems. The summer newsletter will detail additional information to members.

Liability Insurance Review: During a previous Board meeting, members raised concerns regarding delayed claims against Board members. This issue will be discussed with our insurance broker in June during the insurance renewal period.

Plan to Review City Sewer Charges: Flow rates through the system appear to be lower since replacement of the flow meter. We will review the bills in the coming months to determine if additional actions are needed with the City.

2024 Operations and Maintenance Plan: Lynn developed a list of items that need attention. Scheduling will occur post award of the new contract.

O&M Contract Renewal: Board went into Executive Session from 10:16 a.m. to 10:25 a.m. to discuss contract renewal. As a result of that discussion, Lynn Singleton will draft a

communication to members advising of the experience some homeowners have had with our current vender, Aadvanced.

The O&M contract will be up for renewal this summer. The Board decided to consider changing our approach to the O&M Contract in order to attract new and potentially smaller contractors to bid on the contract. The Board will revise the scope of work and submit that to new contractors to bid on the work. We will also evaluate the bleach we use for chlorination. Powder forms may be easier to supply and more economical.

Community Outreach: Megan agreed to take the lead on the Summer Newsletter to STEP members, which will be sent out this summer. Potential Items to include in the newsletter include:

- Reserve study results
- Terminal flow meter replacement
- Cost savings due to Board volunteer efforts
- Aadvanced's performance
- Website information
- Infiltration and inflow education

New Business:

Recent Pumphouse Maintenance issues: Lynn Singleton has identified a number of maintenance items. None are major, but they will be evaluated and addressed by Board volunteer efforts and our O&M contractor if needed.

Next Meeting Date: The next Zoom meeting will be held on June 18, 2024 at 10:00 a.m.

Adjourn: The meeting was adjourned at 11:03 a.m.

Respectfully Submitted: Dan Riley, Secretary