

CANTERWOOD DIVISION 12 STEP ASSOCIATION

January 28, 2025 Board Meeting Minutes

Zoom Call to Order: 10:02 a.m.

Attendance: Lynn Singleton, Megan Amherst, Chad Scialabba, Scott Lane, Ben Stewart, and Carol Burton- Diamond Community Management (DCM)

Homeowners Present: None

Board Member Officer Elections and New Member Orientation:

- New board member, Ben Stewart, was installed as the Secretary.
- The current Division 12 STEP Board is as follows:
- Lynn Singleton, President; Megan Amherst, Vice President; Chad Scialabba, Treasurer; Scott Lane, Director and Ben Stewart, Secretary.

Email Decisions/Actions/Approvals: The email decisions (since last Board meeting) were noted:

- Approved April, May, June, July, August, and September, financials reports, 10-17-2024
- Agreed to reimburse Lynn Singleton for operation and maintenance supplies, 10-23-2024
- Approved 10-15-2024 Board Meeting Minutes, 10-19-2024
- Approved 2024 Annual Meeting Materials, 2025 Budget and Reserve Fund transfer (\$6556) and community distribution, 10-24-2024
- Cancelled the scheduled 11-5-2024 Zoom Board Meeting, 10-29-2024
- Approved Draft 2024 Annual Meeting Minutes, 12-04-2024
- Approved 2024 Year End Financial Report Summary, 1-17-2025
- Scheduled the 01-28-2025 10:00 a.m. Board Meeting, 1-17-2025

Financial Reports: Discussed and approved October, November, December and remaining 2024 year-end summary financial reports

Old Business

2024 Operations and Maintenance Plan-status and amendments: The needed repair of broken concrete around the internal drain in the terminal vault was accomplished by Lynn Singleton and Scott Lane on October 17 and the drain line closed to prevent vault flooding. Vault water levels have been monitored since then. With no noted issues, the valve will remain closed, and vault monitoring will occur next winter. The previously discussed installation of a back-flow preventer will not occur as the valve closing stopped occasional vault flooding.

- The document titled '2025 Division 12 STEP Operation and Maintenance Plan - Priority' was discussed and Lynn will update/distribute for an email vote.

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Corroding pipes: The plan to replace the two corroding steel pipe sections in the pumphouse was discussed with a Professional Engineer. He agreed with our path forward. The STEP 12 board will get a few bids from commercially rated plumbing contractors, select one, schedule the work and make the appropriate community notifications regarding when the system will be shut down.

O&M Contract: January 6, 2025 service was completed by Lynn Singleton. Next service is scheduled for April 28, 2025—the target date for our new contractor. We agreed to contact Express Septic for the work (estimated to need 2 hours of work every 120 days. The Board is satisfied with the new bleach supplier and the operational savings. With the volunteer efforts, new bleach vendor, community savings have been significant.

Federal Reporting Requirements for Board Members: Carol (DCM) reported that the Corporate Transparency Act is currently on hold and is now voluntary. DCM will continue to update the board on any changes to this process.

Engrossed Substitute Senate Bill 5796 Impacts: Carol (DCM) reported that the law eliminates/consolidates all previous HOA related laws into one. It is scheduled for January 1, 2028 implementation. She reported that we are currently in compliance with most of the requirements and DCM will continue to update the board and guide us through this process as we get closer to the implementation date.

New Business:

2024 Reserve Fund Transfer:

- The board discussed the 2024 decision to move \$6,756.00 from our Operating Account to our Reserve account. Lisa (DCM) had noted the transfer would occur in January. The Board asked Carol to verify that the transfer had or would be made this month.

Factors and Considerations Related to Adding Connections to the Division 12 STEP Association System-draft document: After an inquiry, the Board President has asked for volunteers to review/revise the noted draft. There are several governing documents and historical agreements that may affect the conditions for adding additional households to the system. The Articles of Incorporation, Bylaws, CCRs, and other documents will be reviewed and summarized. Megan and Scott agreed to work on this and report back to the board in two weeks.

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Other Items:

Q and A Additions to the web site:

- Two additional Q and A items were distributed for review. Review will be completed by February 4 and they will be added to the web site.

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. on April 29, 2025

Adjourn: The meeting was adjourned at 11:21 a.m.

Respectfully Submitted: Ben Stewart, Secretary