

CANTERWOOD DIVISION 12 STEP ASSOCIATION
April 29, 2025 Board Meeting Minutes

STEP Question of the Quarter

I am thinking about selling my house—what do I need to do regarding my STEP System?

Answer: See Frequently Asked Questions (FAQs)-last one.
<https://canterwooddiv12step.org/page14/page-6/index.php>

Zoom Call to Order: 10:05 a.m.

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

Homeowners Present: None

Email Decisions/Actions/Approvals: The email decisions (since the 1-28-2025 Board meeting) were noted:

- Approved 2025 Division12 STEP Operation and Maintenance Plan -Priority, 02-02-2025
- Approved 1-28-2025 Board Meeting Minutes, 02-05-2025
- Approved paper and web posting regarding Additional System Connections, 02-22-2025
- Approved new Q&A language for the website, 02-22-2025
- Approved purchase of an “appreciation” Amazon gift card (\$100) for Division 12 STEP Webmaster Steve Muretta, 02-24-2025—he appreciated it!
- Approved reimbursement to Lynn Singleton for appreciation gift card purchase, 02-24-2025

Financial Reports: Approved January, February and March 2025 reports and noted that all lots are current.

Old Business

Corroding pipes: No change in status—priority for late summer as the chlorine tank must be nearly empty to allow access to the manifold requiring attention. The STEP 12 Board will get a few bids from plumbing contractors who work on commercial facilities, select one, schedule the work and make the appropriate community notifications regarding when the system will be shut down. Lynn noted that we need to test the system shutoff valves ahead of the work. Megan volunteered to assist.

O&M Contract: The search for an O&M contractor continues. Express Septic was unable to expand their services to include our O&M work. A new vendor will be selected and trained by Lynn on or before the next scheduled service call (August 25, 2025). Lynn

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performed the April 28 service and noted a few consumables are needed, reimbursement will be submitted once purchased.

Federal Reporting Requirements for Board Members: Carol (DCM) reported that the Corporate Transparency Act requiring Board Members to submit their personal information to the U.S Treasury was no longer required for Association Board Members.

Engrossed Substitute Senate Bill 5796 Impacts: Carol (DCM) reminded the Board that 1/1/2028 is the implementation date. DCM will inform the Board when new information is available.

2024 Reserve Fund Transfer: Transfer was confirmed on 01-29-2025.

Factors and Considerations Related to Adding Connections to the Division 12 STEP Association System-draft document: Lynn, Scott and Megan drafted a paper for overall board review. It was finalized and posted on the website under **Policies** as noted in the email decisions above. No additional inquiries for connection to our system have been made. Lynn complemented Megan and Scott for their efforts to develop the paper.

New Business:

2025 O&M schedule: Target dates will be added. Megan volunteered to assist Lynn with system shut-down testing. A contractor needs to be selected.

Summer Newsletter: We are **discontinuing the Summer Newsletter** because **1)** They take a lot of effort, **2)** There is little community feedback--why do them if there is no interest, and **3)** Information can be found on our website. **Instead**, distribution of the Board Meeting Minutes will include a new section—**STEP QUESTION OF THE QUARTER** and these minutes have been modified to conform to that direction.

Other Items: Lot 39 has new owners.

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. on August 5, 2025.

Adjourn: The meeting was adjourned at 10:39 a.m.

Respectfully Submitted: Lynn Singleton for Ben Stewart, Secretary