

**CANTERWOOD DIVISION 12 STEP ASSOCIATION**  
**August 5, 2025 Board Meeting Minutes**

***STEP Question of the Quarter***

***Is it ok to flush medications down the toilet?***

***Answer: See Frequently Asked Questions (FAQs)***

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

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

**Homeowners Present:** None

**Email Decisions/Actions/Approvals:** The email decisions (since the 04-29-2025 Board meeting) were noted:

- Approved 04-29-2025 Board Meeting Minutes, 04-30-2025
- Approved reimbursement to Lynn Singleton for purchase of pumphouse consumables, 05-02-2025

**Financial Reports:** Approved April, May, and June reports.

**Old Business**

**Corroding pipes:** System shut-down testing was completed by Lynn and Megan. Additionally, they verified that the corroded air vacuum release assembly is isolated from the main line. The pump house pipes will be repaired in late Q4 2025 after a contractor has been chosen. Timely notifications will be provided to the community. Chad will forward the name of a potential contractor. Lynn will continue to look for a contractor for this work. He has been checking the pump house routinely to ensure there are no leaks and the system is operating correctly.

**O&M Contract:** The Division STEP 12 Board will continue the search for a potential O&M contractor. We hope to have a new vendor selected and trained on or before the next scheduled service call by late 4<sup>th</sup> Quarter. Ben will have a contractor (Pettit Land Works) contact Lynn about this work.

Lynn will continue to do this service for now. It takes about two hours to complete. Lynn recently found that the chlorine delivery company does not have a reliable scheduling system in place. A call should be placed 3 weeks prior to any anticipated/needed delivery.

**Terminal Vault Status:** Lynn recently checked the terminal vault and verified that there was no vault flooding that resulted from closing the drain valve.

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**2025 O&M schedule:** The selected O&M contractor will exercise system valves, inspect covers and service the aerator.

**Engrossed Substitute Senate Bill 5796 Impacts:** Diamond (Carol) mentioned that the lawyers were still looking at this Bill and we will be informed of any needed operational changes. Much of the Bill focuses on transparency and Carol believes we are compliant with future requirements.

#### **New Business:**

**Scam Email:** Some of our Board members received a scam email regarding a request for money. The scammers were able to use information from the web to initiate the scam email. We decided to keep all our email addresses on the web and agreed to a system for filtering potential future frauds.

**Liability Insurance Termination and New Insurance Company Selection:** AmFam Insurance decided to stop issuing HOA liability insurance in the state of Washington. With the help of their underwriter, we now have a new Insurance company, Philadelphia Insurance. The policy was reviewed by the Board and all agreed it meets our needs and the premium increase was minimal (within anticipated escalation). There will be no lapse in coverage.

**Select Question of the "Quarter":** The draft question at the top of these minutes was discussed and determined to be timely and relevant. A new response will be added to the FAQs and noted as "New" in the near future.

**Board Members:** Treasurer Chad recently moved from the community but has graciously agreed to continue his Board membership. There is no requirement in the STEP governing documents for a Board member to live in the community. Thank you, Chad! That said, anyone wishing to serve on the board is encouraged to contact a Board member or Diamond Community Management. See <https://canterwooddiv12STEP.org> for contact information.

**Annual Report/Meeting Schedule:** The "annual meeting" will again be conducted via mail. Lynn will collaborate with Carol and Chad to develop the annual report package for Board review and approval. The 2025 annual report and ballots will be mailed to the community on November 15, 2025. Ballots need to be returned by November 28, 2025.

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**Other Items:**

**Canterwood HOA Infrastructure Committee:** The community was notified that the Canterwood Infrastructure Committee was planning on making stormwater system modifications to the two ponds around the STEP pumphouse. Lynn contacted David Grein (Chair) about needed coordination regarding future work by them and us.

**Next Meeting Date:** The next Zoom meeting will be held at 10:00 a.m. on October 28, 2025.

**Adjourn:** The meeting was adjourned at 11:04 a.m.

**Respectfully Submitted:** Ben Stewart, Secretary