

CANTERWOOD DIVISION 12 STEP ASSOCIATION
October 28, 2025 Board Meeting Minutes

STEP Question of the Quarter

How often should you clean your system filter?

Answer: See Frequently Asked Questions (FAQs)

Zoom Call to Order: 10:00 a.m.

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

Homeowners Present: None

The following text will be added to future drafts of Meeting Agendas:

Any resident wishing to attend a STEP Board Zoom meeting should contact Carol Burton at Diamond Community Management (CDM) at least 3 business days before the meeting by phone or email (see <http://canterwooddiv12step.org>) for contact information.

Email Decisions/Actions/Approvals: The email decisions (since the 08-05-2025 Board meeting) were noted:

- Approved 08-05-2025 Board Meeting Minutes, 08-09-2025
- Approved note to the community regarding the delay in posting information, 08-16-2025
- Approved reimbursement to Lynn Singleton for purchase of pump house consumables, 09-23-2025
- Approved the renewal of one of the Sound Credit Union CDs for 12 months at 3.75% interest, 09-23-2025

Financial Reports: The July, August, September, and October reports were approved.

Old Business

Corroding pipes: Work to replace the two corroding pipe pieces is pending until a contractor can be selected. We have four contractors on the contact list. The Board will evaluate temporary fix options in the event a leak occurs before repairs can be accomplished in 2026.

O&M Contract: The Division 12 STEP Board received a cost proposal from Petitt Land Works for STEP O&M needs. Lynn met with Jake Petitt, the potential O&M contractor, and reviewed the tasks. Routine service takes about two hours to complete. Lynn recently

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found the chlorine delivery company does not have a reliable scheduling system and should be contacted 3 weeks prior to our needed delivery.

The proposal from Petit Land Works was discussed. We would like to have Petit Land Works coordinate the chlorine delivery, an exclusion in the proposal. The board approved using this company contingent on their chlorine delivery scheduling.

Terminal Vault Status: Lynn checked the terminal vault and verified that there was no vault flooding in 2025 that resulted from closing the drain valve. The terminal vault will continue to be monitored in 2026.

2025 O&M schedule: The selected O&M contractor will exercise system valves, inspect covers, and service the aerator this year. Lynn will accompany to assist with locations/training. Lynn will label the terminal flow meter with the battery replacement schedule when the O&M work is performed.

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 operational changes needed. Much of the bill focuses on transparency, and Carol believes we are compliant with future requirements.

New Business:

Potential Easement Changes Related to Planned Development Near Our Discharge Point – Executive Session discussion regarding potential Easement/Permitting strategies resulting from the proposed Rush Apartment development: Session went from 10:30AM to 10:38AM.

Select Question of the “Quarter”: How often should you clean your system filter? Megan volunteered to draft the response for review.

Board Members: There has been some (little to no?) community interest in serving on the Board. Scott and Chad would like to resign; however, both stated they would stay on the Board until we have replacements.

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Annual Report/Meeting Schedule: The Annual Meeting will again be conducted via mail. Lynn and Chad developed the report package for review and potential approval. The approved 2025 annual report and ballots will be mailed to the community on November 15, 2025. Ballots need to be returned by November 28, 2025.

Board members need to send comments on the draft package to Lynn and Chad by November 7, 2025.

Chad led the discussion on the draft Annual Report's financial documents:

- 1. 2025 Estimated and 2026 Proposed Budget**
- 2. Reserve Fund Projections**
- 3. 2025 Estimated End-of-Year Financial Synopsis**

All were approved, subject to minor changes.

Some of the key budget items follow:

- The 2025 Reserve Account contribution of \$6,959 will be made in November from the operating account. Lynn will provide email approval to DCM.
- Going forward, all Reserve Account transfers will occur in the fiscal year noted to make the annual financial reports clearer. The 2026 transfer timing and CD investment strategy will be discussed at the January 2026 meeting.
- STEP dues remain at \$95 dollars for 2026.

On behalf of the Board and the entire Community, we would like to thank Chad for his ongoing participation, expertise, and hard work preparing the Annual Budget.

Other Items: None

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. on January 20, 2026.

Adjourn: The meeting was adjourned at 11:32 A.M.

Respectfully Submitted: Ben Stewart, Secretary