

CANTERWOOD DIVISION 12 STEP ASSOCIATION

June 23, 2026 Board Meeting Minutes

General Note to Residents: Any resident wishing to receive the agenda or 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.

Zoom Call to Order: 10:00 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 01-27-2026 Board meeting)

- Approved the community email regarding needed volunteers, 01-29-2026
- Approved funding of a new Reserve Account CD for 12 months at 3.75%, 02-04-2026
- Approved the MOA between Canterwood STEP and Canterwood Division 12 STEP Associations to share costs for Web Services, 02-10-2026
- Approved the MOA between Canterwood STEP and Canterwood Division 12 STEP Associations to share costs for crossing Tacoma Power Right of Way, 02-10-2026
- Approved the selection of DRG Construction Inc. and bid for the Treatment House piping replacement, 04-07-26
- Agreed to move May 26 Board Meeting to June 23 at 10:00 AM, 05-05-2026
- Agreed on System Shutdown Notification to Residents with reminder around June 7, 05-7-2026
- Agreed to replace versus repair the failed peristaltic pump, June 12, 2026

Financial Reports: January, February, March, April, and May 2026 financial reports were approved.

Old Business

System Map

Megan and Lynn will combine the existing documentation into an overall system map to facilitate locating our infrastructure for maintenance in the future. To be scheduled.

Corroding pipes: DRG Construction was hired to perform the replacement on June 16 between 8:00 AM and 12:00 PM. Several notification and reminder emails were sent to the community with the request to shut systems off and/or curtail water use. The pipe replacement was successfully completed, however we had subsequent pipe failures from severe line pressures. Several residents failed to shut their systems down or curtail water use as requested. Temporary repairs were made quickly, but complete repair is pending parts and schedule. The next round of shut-down communications will be simplified, expanded to include flyers, personal visits- noting when the repair work will occur and the offer of training.

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The pipe replacement and emergency work was greatly supported by Scott Lane, Ben Stewart and Lynn Singleton. More volunteers will be engaged when final system repairs are made. Once pipe repairs are completed and the equipment installed, the new peristaltic pump (approved June 12) will be installed. Normal operations will resume.

Board Members: Scott Lane and Chad Scialabba are resigning from the Board effective July 15 and will be replaced by two community volunteers. Brian Cheney and Roy Sorenson were appointed to serve the remainder of Scott and Chads' two-year terms in accordance with Article 7 Section 6 of the Bylaws. We sincerely thank both Chad and Scott for their service and contributions to the community. Both have agreed to assist with any transition needs. We welcome the two new Board members and thank them for their willingness to serve.

The STEP Board and new members agreed on the following Officer assignments for 2026:

Lynn Singleton - President

Megan Amherst – Vice President

Brian Cheney - Treasurer

Ben Stewart - Secretary

Roy Sorenson– Director

Tacoma Power Property Use Permit: Prorated Fees have been paid but the permit needs to be reissued to Canterwood STEP per our previous agreement.

Non-Profit Status and Materials for website: Steve Muretta contacted Lynn and Ken Sadoian (Canterwood STEP) about potential IT licensing discounts depending on our non-profit status. As a side note, we split licensing/hosting costs with Canterwood STEP, resulting in significant cost savings. Section 528 of the IRS code was reviewed by Carol. Information was submitted to Go Daddy, our service provider. The request is pending.

Web Site Updates: The Directors' Only area of our STEP website was updated to include the most current government filings.

New Business

Plugged Discharge Pipe: Ken Sadoian (Canterwood STEP President) contacted Lynn about a blockage in our shared discharge pipe that ProVac was called to clear. Proration (80%/20% respectively) of the \$1868 costs with Canterwood STEP and Division 12 STEP was approved by the Board. Documentation and payment instructions will be forwarded to Diamond Community Management for processing.

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Community Communications:

- 1) **Communication Methods:** The recent repair and pipe failure experience illustrated the need to improve our community outreach for the shut-down and repair work. Emails (multiples) are not enough to satisfy all communication preferences. Also we do not have an effective emergency contact system. Flyers, emails, mail, texting services, and use of volunteers will all be considered. Also, communication with Diamond Community Management is important so they can be prepared if residents call about an issue.
- 2) **Communication Policy:** These examples illustrated our need for a communication policy that would govern how STEP contact information would be collected and used. Operational norms will be specified in the policy with the ability to opt out by exception. It will address the control/approval and use of the STEP Contact Lists; STEP business only, commercial purposes, community member use, and/or non-STEP related community service announcements. Megan and Lynn will work on a draft for Board review and comment. Once finalized, it will be mailed to the community.

Other Items:

Old Flow Meter: STEP has a flow meter that was taken out of service in 2017 because it was inappropriate for our wastewater. It has some value and is suited for freshwater. Megan offered to sell it on Ebay and send any proceeds to Diamond to be deposited in the STEP operating account. Better to get the value out of something we will never use. Thank you Megan!

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. on August 25, 2026.

Adjourn: The meeting was adjourned at 11:01 A.M.

Respectfully Submitted: Lynn Singleton for Ben Stewart, Secretary