

CANTERWOOD DIVISION 12 STEP ASSOCIATION

August 25, 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: 10:01 a.m.

Attendance: Lynn Singleton, Megan Amherst, Ben Stewart, Roy Sorensen, Brian Cheney and Carol Burton-Diamond Community Management (DCM)

Homeowners Present: None

Welcome New Board Members, Q&A:

After the introduction of the new and current Board members, Friday 9:00 AM, August 28, 2026, was set for a STEP infrastructure tour for the new Board members.

Email Decisions/Actions/Approvals: The email decisions (since the 06-23-2026 Board meeting)

- Approved June 23, 2026, Board Meeting Minutes, 06-27-2026
- Approved reimbursement to Lynn Singleton for pump house equipment and supply expenditures, 06-28-2026
- Approved Community Flyer and distribution strategy for System shutdown and repair, 06-28-2026
- Approved reimbursement to Lynn Singleton for pump house equipment and supply expenditures, 8-19-2026
- Approved sump cleaning and pump out by Express Septic, 8-24-2026

Financial Reports: The June and July financial reports were approved. The reserve account CD rollover procedure was reviewed. We also noted financial reports are available on the STEP Web site.

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 and emergency repairs: The final repairs were made on August 18, 2026. The leaks were fixed and the system is back to complete and normal operations. We will continue to monitor the repairs. We are waiting for the final billing, that includes the initial repair, the emergency repairs made the day the pipes failed and the final repairs. Again, thanks to Scott Lane, Ben Stewart, Leslie Merta, and Lynn Singleton for supporting this project. Several in the community sent notes of thanks for the board's efforts and they were greatly appreciated.

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Communication Policy: The STEP Communication Policy DRAFT was discussed and approved subject to some minor wording updates. A copy will be sent to the community with the meeting minutes and posted on the website. It covers things like use/release of member contact information and records.

Non-Profit Status 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. This issue is being tabled until the license renewal is due, after January 1, 2027.

New Business

New Construction and Request to Locate Our Main Sewer Line: The Canterwood HOA Infrastructure Committee contacted Lynn about a potential project to reroute stormwater flows across three undeveloped lots south of the Canterwood Driving Range. They want to locate our STEP mainline that runs through this area so digging may occur while they install a stormwater pipe. Unfortunately, the tracing wire was not installed by the developer in this area. Coordination and an emergency plumbing team will be required for any time digging occurs.

Texting Service for Community Notifications: The need to communicate with the community during our pipe failure and system shutdown illustrated the need for better emergency contact methods. Lynn reviewed and discussed the possible use of a text service to communicate with our STEP members. Preliminary research indicated that we could use a service like Click Send that has no annual or monthly fees and charges a few cents for each text sent. More research is needed but all agreed we need to implement a better communication method for emergencies. Maintenance, updating and financing of any proposed text system was also discussed. Megan will do some additional research on the specific company and report to the Board.

Calendar for Annual Reporting and Assignments: The Annual Reporting schedule and content was discussed. Draft materials will be developed by Lynn, Carol and Brian and reviewed at or before our next meeting. This report and the balloting process will be completed in November. Seven items are in the annual report. The Board elections were also reviewed.

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Other Items

Old Flow Meter: Update, STEP has a flow meter that was taken out of service in 2017 because it was inappropriate for wastewater but has some value and suited for freshwater. Megan listed it on Ebay and will send any proceeds to Diamond to be deposited in the STEP operating account. Thank you Megan!

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

Adjourn: The meeting was adjourned at 11:36 A.M.

Respectfully Submitted: Ben Stewart, Secretary