CANTERWOOD DIVISION 12 STEP ASSOCIATION
October 20, 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: 10:03 a.m.

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

Homeowners Present: None

Email Decisions/Actions/Approvals: The email decisions (since the 08-23-2026 Board meeting)

- Approved 08-23-2026 Board Meeting Minutes, 08-27-2026
- Approved funding the texting services, the supporting 800 number, and reimbursement for those services to Lynn Singleton once established. A credit card is needed, 10-02-2026
- Approved renewal of the Reserve Account CD for 11 months at 3.95% interest, 10-03-2026
- Approved slight modifications to the Privacy Policy, the Web Home Page and a new Texting Policy (SMS) that is required to implement the texting service. 10-9-2026

Financial Reports: The August and September financial reports were reviewed and approved.

Old Business

System Map: Lynn reviewed the available information and determined enough was available. Additional mapping work is not needed. Project closed.

Texting Service for Community Notifications: Community members with missing data were contacted, data were cleaned and migrated to ClickSend. Pilot testing was successful. To implement, we must purchase an 800 number that will bypass the blocked number feature on residents' phones. These numbers are regulated and we must apply. The approval process requires community policies that govern use of this number available on our website before approval will be considered. The Privacy Policy was updated and a new SMS Policy developed and approved as noted in the decisions above. Once the website is updated, we will apply for the number. This project remains in development, and testing is planned for this year. Before complete implementation, we will send a test (group text) to the community to verify the system is working. Residents will also be asked to update their emergency contacts.

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Request to Locate Our Main Sewer Line: Canterwood HOA Infrastructure Committee members again contacted Lynn about options to dig and install a stormwater pipe so they could reroute stormwater flows across three undeveloped lots south of the Canterwood Driving Range. Since this was their third variation of the plan, they were instructed to put their plan in writing, submit it to the Division 12 STEP Board for review and comment, and be ready to address all concerns and costs the Division 12 STEP Association may have. No follow-up by the Canterwood HOA has occurred.

Calendar for Annual Reporting, Assignments and Schedule: The available Annual Report material drafts were reviewed, pending drafts reports are due for review by November 6, 2026, with the schedule and Board member candidates finalized. Ballot mailing is scheduled for November 15, 2026 and voting is to be submitted by November 30, 2026.

New Business: None

Other Items

O&M: All of the scheduled quarterly systems services were completed on October 19, 2026, by Pettit Land Works and Lynn.

Vendor List: There was a discussion on the venders we list on the Step 12 web site. We will continue to look at this vender list in the future. No updates were agreed on at this time.

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. February 9, 2027.

Adjourn: The meeting was adjourned at 10:42 a.m.

Respectfully Submitted: Ben Stewart, Secretary