

CANTERWOOD DIVISION 12 STEP ASSOCIATION

January 27, 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, Megan Amherst, Chad Scialabba, Ben Stewart, Scott Lane, and Carol Burton- Diamond Community Management (DCM)

Homeowners Present: None

Email Decisions/Actions/Approvals: The email decisions (since the 10-28-2025 Board meeting) were noted:

Approved the Annual Meeting Materials and distribution, 11-03-2025

Financial Reports:

Chad sent out an updated 2025 EOY Financial Report for review. This report was discussed. The 2025 EOY Financial Report and the November and December 2025 Financial Reports from Lisa were all approved.

Chad proposed we move the 2026 budgeted money to the 2026 reserve savings account in February. The dollar amount presented in the adopted 2026 budget will be verified and an instruction email sent to Carol in the near future. These funds will be put into an interest-bearing CD or added to another upon renewal as soon as practicable.

Old Business

O&M Contract and Work Update: Petitt Land Works was engaged for STEP O&M needs. Lynn met with Jake Petitt, on December 22, 2025, to ensure any questions were handled as Jake Petitt performed the routine maintenance. Following that, Jake and Lynn visited the system infrastructure and performed the bi-annual valve exercising and inspections and the annual aerator maintenance. No issues were found during the inspection and service.

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

Corroding pipes: The new O&M Contractor, Jake Petitt from Petitt Land Works, has worked previously on the type of piping (SDR11) we have installed in our Treatment House (Pump House). Work schematics were updated by Lynn and provided to Jake on January 6. Lynn spoke

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to Jake on January 22 and he will provide a cost estimate and logistics plan to make the repairs needed for Board consideration. This pipe repair takes specialized equipment that must be rented. No delivery date was set during the conversation.

Terminal Vault Status: The terminal vault was dry during the December 22 O&M visit. It will continue to be monitored in 2026.

Potential Easement Changes Related to Planned Development. Our Discharge Point – Executive Session discussion regarding potential Easement/Permitting strategies resulting from the proposed Rush Apartment development: The Rush project ultimately does not affect the Division 12 STEP easement, and we will not be party to or required to address the Canterwood STEP Easement modifications. Lynn has been coordinating with Ken Sadoin over the last several months. The Rush project requires the line that carries our wastewater to the City of Gig Harbor for treatment to be replaced with a bigger pipe. Rush will assume responsibility for that replacement and future line O&M.

Question of the “Quarter”: This will be discontinued until a community generated question occurs.

Annual Report/Meeting: The “annual meeting” was held via mail-in ballot on November 28, 2025. A quorum was obtained, existing Board members re-elected, proposed 2026 Annual Budget and Draft 2024 Annual Meeting Minutes accepted as presented. The Draft 2025 Annual Meeting Minutes were distributed to the community.

Board Members: No community members volunteered to serve on the Board and Chad and Scott incumbents with terms ending, agreed to continue to serve. **It is time for others in the community to serve as we will need others in the coming months.** We discussed some options for generating interest from our residents to serve. Emails will be sent with more information about the duties and needs. If no one volunteers, we will begin to shut down sections of the system until volunteers emerge. (Not really but it was joked about!)

The STEP Board agreed upon the following Officer assignments for 2026:

Lynn Singleton - President

Megan Amherst – Vice President

Chad Scialabba - Treasurer

Ben Stewart - Secretary

Scott Lane – Director

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New Business:

Tacoma Power Property Use Permit: Canterwood Properties is in the process of divesting its holdings. They have historically paid the annual costs (\$208 currently) for the permit required for the pipe used by Canterwood STEP and Canterwood Division 12 STEP Associations and a few households in Canterwood Division 11. We, Canterwood STEP and Canterwood Division 12 STEP, have agreed that the costs for this revocable permit should be shared in a 80/20 ratio. All agree that a non-litigious solution for such a small cost item was in every party's best interest.

Lynn and Ken spoke and Lynn will draft an Operational Agreement for Board approval and submission to Canterwood STEP for their review and approval. Approval to reimburse Canterwood STEP \$41.80 for 2025-2026 permit period November 2025 to November 2026 and build that into our operating budget going forward.

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. Section 528 of the IRS code was reviewed by Carol. Information will be submitted to Steve so he can apply for discounts from Go Daddy, our service provider. As an aside, the Directors' Only area of our STEP website will be updated to include the most current government filings. Lynn will detail what is there and what is missing and Carol will provide.

Other Items:

Next Meeting Date: The next Zoom meeting will be held at 10:00 a.m. on May 26, 2026.

Adjourn: The meeting was adjourned at 11:03 A.M.

Respectfully Submitted: Ben Stewart, Secretary