

Canterwood STEP Association

Meeting minutes

July 22, 2008 6:30 pm Canterwood Homeowners Assoc. Office

A Special membership meeting was called by the board of directors. Notices were sent to all of the members in the June and July statements.

1. President Russell Tanner called the meeting to order at approximately 6:45 pm.

In attendance :

Board members – Russell Tanner and Charley Rose (one board member position is vacant)

Consultant - Eva Jacobson

Association - (3) members in attendance

2. Board members were introduced.

3. Minutes from the 2005 association meeting were made available. The minutes were approved as amended.

4. Presidents Report :

R. Tanner gave a comprehensive review of the action items over the last year including repair items required during power outages and broken main lines. In 2005 the monthly fee was raised to \$10 per dwelling to cover administrative costs, repairs and to start creating a reserve account. It was noted that as the system gets older there will be more costs associated with repairs and replacement. Information was handed out about how each STEP system works and individual maintenance required.

5. Financial information was made available including balance sheets and operating statements. Discussion was held regarding the cost of operation, repairs and reserves.

- Explanation and discussion on how the city charges for sewer services and how the STEP Association distributes those charges. The city charges properties outside of the city a 50% surcharge for sewer service.
- C. Rose made the motion to raise the monthly fee by an additional \$5.00 per dwelling unit. Second by R. Tanner. Discussion: The costs of all services are going up, and the association needs to keep up with these costs. The additional fees will add a cushion to the cost of unforeseen repairs or replacement and it will build the reserve account.

All present voted in favor.

- The new fee will be effective September 1, 2008. Notice will be sent with the August billing.

6. New Business:

a. Maintenance and Repair of system: It has been brought to the Association's attention by the City of Gig Harbor that the large gravity main sewer line is in need of repairs immediately. The system has experienced corrosion caused by the effluent.

b. In addition to repairing the sewer main and manholes, the treatment system must also be revised. The City engineers are working with the STEP association to provide assistance and advise as to the required repairs and treatment.

Action: The repairs and treatment are being assessed by and the city and our consulting contractor. The total costs of this has not been determined, but it is estimated that reserve funds will cover the expense. The Board will have more details and information soon. These repairs and treatment must be done as soon as possible.

c. The City's sewer system has a moratorium for new connections and is not accepting any additional sewer connections at this time. (no action necessary)

d. A new ordinance passed by the City will not allow properties outside of the city to connect to the city sewer system. A petition will be presented by Canterwood Homeowners for consideration of annexation to the City. If this is successful, the surcharge levied by the city will be removed. (no action necessary)

e. Discussion was held regarding members who are in arrears on payment of fees.

Action : All were in favor of having legal council place liens on their properties.

7. Election of new Board members:

Member Steve Muretta was asked by the Board to fill the vacant board of directors position and he agreed. Board members Tanner and Rose will continue to serve another year.

All business being completed, the meeting was adjourned at approximately 8:00 pm.