

June 23, 2009

STEP Association Board of Director meeting
6:00 PM
Canterwood Development Office

MINUTES

Attendance: Board Members: Russell Tanner, Charley Rose. Steve Muretta,
Consultant: Eva Jacobson

Minutes of last STEP general membership meeting reviewed
Financial Balance Sheets and Operating Statements were handed out

OLD Business

Financials:

Current status of financials shows that we continue to pay utility fees and repairs within the projected budgets. The additional monthly surcharge implemented last year has produced some additional income. There was very little revenue from connection fees, for 2008 and none in 2009.

Discussion items:

As-built deposits not collected. Should these be re-categorized as most of the deposits have been many years without being claimed? Members agree

Reserves are more than 180,000 including asbuilt deposits. Discussed getting a managed money market account so there will be additional interest on the reserves. Steve will research the best CD rates available.

Russell will ask Compass about the sales tax expense and the IRS tax expense and explanation of the refund.

Repairs and maintenance.

Charley asked for a description of typical repairs. Russell will have Compass itemize the repairs and separate them from the treatment costs and maintenance costs. Russell described when there are power outages which put strain on the system and breaks are most likely to happen. As the system ages we may get more of these. There are some actions that can be done to relieve pressure on the system when there is a power outage.

NEW BUSINESS

It appears that most everything in the budget is predictable, including City increases in utility charges, except for repairs. Charley suggested putting together some assumptions for forecasting what it will be to repair and maintain the system for the next year as well as potential connection fee income.

Russell is working with the City to resolve ongoing problems. There will be some modifications to how the treatment of the system is dispersed.

Unpaid assessments and lien criteria

There is a list of members who are delinquent in paying their bills. Russell explained that some of these people are also behind in their homeowner dues and are probably in distress. Others may just be slow. He will direct Kathy to send them a lien notice letter which will advise them that a lien will be placed on their property if the bills are not brought current.

It was agreed that liens will not be placed on a property until the amount owing is over \$500.. Russell will provide a late fee and collection policy for review in accordance with what the by-laws allow.

All business being completed, the meeting was adjourned at 7:15 pm