

Canterwood STEP Association - General meeting minutes

June 15, 2011

6:30 pm

Canterwood Homeowners Assoc. Office

1. President Russell Tanner called the meeting to order at approximately 6:35 pm.
2. Russell introduced the Board of Directors present: – Russell Tanner, Charley Rose, Steve Muretta
3. Minutes from the 2008 association meeting were made available.
4. **Presidents Report :**
Review of charges: There have been several calls of inquiry about the increase in charges. Recent new charges that have affected the monthly bills include costs for treatment of the effluent mandated by the City sewer dept. and new rate ordinances for rates and fees charged by the City. More discussion to follow.
Action Items review:
Recent actions include repairs and maintenance: Manholes on the main line were sealed to prevent further corrosion. A new treatment system was installed to meet City sewer department requests. The purpose is to reduce off-gassing and corrosion. There have been some pressure line repairs due to damage and regular maintenance of the main line meter. It was explained what happens when the power goes off and then back on again, resulting in excess pressure and volume in the main line.
5. **Financial information** was made available. Discussion was held regarding the cost of operation, repairs and reserves. There were questions regarding the balance sheet. Debbie Rench, answered several accounting questions. She will follow up with more information regarding state taxes that are charged to the association.
Discussion Items
 - There are late and overdue amounts owing by several property owners. The Board will continue to pursue remedy by getting judgments against those properties that are not in foreclosure.
 - At this time expenses and income are close to even and neutral balance.
 - 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.
6. **New Business:**
 - a. Maintenance and Repair of system: The main meter continues to require maintenance and repairs. A local company is on call for regular and emergency repairs. Information has been sent to all on how to maintain their systems.
Discussion items:
 - There continues to be considerable infiltration of ground water into the system by leaking septic tanks. The city charges according to flow, and this is increasing the costs at ever increasing rates.
 - Questions: Should STEP Assoc. require every homeowner to check and verify their system is waterproof and being maintained? How does STEP enforce this requirement?
 - Action: The Board should review if new rules need to be enacted and enforced to prevent ground water inflow.
 - b. Treatment – At this time the City officials have not given notice of any deficiencies in the current treatment. It is being monitored by the company that provides the chemicals.
 - c. Rate Increases - Eva Hill explained how the rates are charged by the city of Gig Harbor, including the per connection base charges and the flow or commodity charge. The City ordinance passed last year included rate increases for 2011 – effective for the last two STEP billings, and for 2012 which will be approximately 20% higher than 2011. Action: Motion was passed to resume bi-monthly billings (once every two months) as a cost savings to the association. The Board should review all measures to control costs.
 - d. Options for sewerage - Eva Hill presented new information about the potential for developing a large on site system that could process the STEP waste water. This system may be less expensive to build and maintain than the charges levied by the City of Gig Harbor sewer dept. Action: The board should continue to explore this potential.
7. **Election of new Board members:** Two board members, Russell Tanner and Charley Rose will be vacating their positions. Steve Muretta will remain. The members voted to be the nominating committee for new Board members. Four new board members were nominated. A ballot with the newly nominated board will be sent out with the minutes. Also, members will be asked to write in and volunteer for the Board so to encourage membership involvement.

All business being completed, the meeting was adjourned at approximately 8:20 pm.

In attendance : 10 Association members,

Eva (Jacobson) Hill w/ Still Water Planning, Inc., Debbie Rench – Accounting dept. w/ Compass Property Management