


Canterwood STEP Association

December 13<sup>th</sup>, 2012

# **2012 ANNUAL MEMBERSHIP MEETING**



# Call to Order

# Welcome & Introductions

- Steve Muretta - President
- Doug Allen - Vice President
- Mike Williams - Secretary
- Ed Caudill - Co-Treasure
- Mike Hondorp - Co-Treasure
- Russell Tanner - Advisor
- Eva Hill - Consultant

# Agenda

- Introductions
- House Keeping
- 2012 Activities
- Members Forum
- Operations Overview
- Financial Overview
- New Business
- Adjournment

# Housekeeping

- **Review November 15<sup>th</sup> 2012 meeting minutes**
- **Board Member Re-elections**
  - Nominations for a term of 2 years starting 1/1/13
    - Doug Allen - Vice President
    - Mike Williams - Secretary
    - Ed Caudill - Co-Treasure
  - Count of Ballots
  - 2013 Board of Directors

# 2012 Activities

- **Document Management Project:**
  - Completed [WWW.CanterwoodStep.org](http://WWW.CanterwoodStep.org) Website
  - Loaded critical STEP documentation & information onto the Website
- **Public Utility (Excise) Tax Reduction Project**
  - 6 month effort resulting in State's agreement we were overpaying taxes
  - Approx. **\$28k** refunded by the State for 2008 through 2011 taxes
  - Approx. **\$10k** per year savings in tax reduction
- **Financial Documents, Policies and Procedures**
  - Created Financial footnotes to reference in our financial statements
  - Finalized and Published Builder Fees and Regulations materials
  - Formalized Policies and Procedures:
    - Collections,
    - Bad Debts,
    - Reserve Funds, and
    - Annual Budgeting
  - Adjusted financial reporting & decision making to conform to the new policies & procedures
- **Delinquent Accounts Project**

# 2012 Activities

- **Signed Statement of Work with Kalles Community Management, LLC**
- **Met with City of Gig Harbor on Sewer Costs**
- **STEP Meter Replacement Project**
- **Large On-site Septic System (LOSS) feasibility study**





# **MEMBER FORUM**



# Operations Overview

## Steve Muretta:

- New STEP Flow meter
- LOSS feasibility study

# Financial Overview and Status

## **Doug Allen:**

- Report-out on Delinquent Account collection activities

## **Mike Hondorp:**

- Review of Comprehensive Financial Policies & Procedures
- Report on the STEP current Financial Statement
  
- Review of 2013 Operating Budget
- Review of 2013 proposed bi-monthly assessments



**QUESTIONS**



**MEETING ADJOURNED**