

STEP Association Regular Board Meeting

AGENDA

November 21, 2013 4:00 PM

Canterwood Commercial
5727 Baker Way, Ste. 101

Attendees (Board):

- Ed Caudill
- Chuck Pruitt
- Ken Sadoian
- Alan Weiss
- Michael Williams

Attendees (Others):

- Russell Tanner
- Eva Hill

Board Business

1. Additions to the agenda
2. Approval of minutes of last meetings (October 24, 2013)
3. Opportunities for guests to address the Board on agenda or other matters
4. Financial and Legal
 - Financial Review – monthly financial report of October, 2013 (Mr. Caudill)
 - Delinquent accounts receivables status, August, 2013 (Mr. Caudill)
 - Discussion of any Legal matters (liens, collection efforts) Table until December, 2013
 - STEP Board legal authority (Mr. Pruitt)
 - Discussion on the 2014 Budget
 - Discussion of notification of members regarding Annual meeting, 2014 budget, new officers, and the Board's decision not to have an election for new Directors.
 - Establish the terms of each Director in accordance with the bylaws.
5. Operation
 - Report on Mag Meter retrofit (Ms. Hill)
 - Discussion of the process for assisting the three septic companies who experience problems with members regarding repairs.
6. Administrative
 - Discussion regarding Member's "As Built" data being posted to website
 - Assignment of new action items, if any
7. Other Business, if any

Existing Projects/Pending

1. Large On-Site System (LOSS) feasibility study: Hill, Jensen, DOH, etc.
2. Membership water meter usage data from Pen Light; city billing and future member assessment implications
3. 2013 Income tax return completion
4. File 2013 Annual Non-Profit Report
5. 2013-14 Insurance policies renewal
6. Revise/update various By-laws and CC&Rs as necessary

Next meeting; adjournment