

**Canterwood STEP Association
5727 Baker Way NW, Suite 101,
Gig Harbor, WA 98332**

May 6, 2014

Notice of the 2014 Annual Membership Meeting

Dear STEP Association Member:

2014 has been a very busy year for your Board of Directors. We have been engaged in our inspect/repair initiative and the vast majority of our members have taken the responsible position to comply with this requirement. As a result, our effluent volumes have decreased and we expect that our charges from the City of Gig Harbor for waste water treatment will also decrease resulting in a savings to the members.

We made renovations to our sewage vault area and Mag Meter, which we feel will provide much more accurate meter readings and greater security for our equipment.

In an effort to better inform our members, we have increased our mailings and we are in the process of improving our website. The annual meeting for the STEP Association has historically been held in December. Unfortunately, the December date has been fraught with issues the biggest being that a significant number of members are not in their Canterwood homes, they have gone south for the winter.

With this in mind, notice is hereby given that the 2014 annual membership meeting of the Canterwood STEP Association will be held pursuant to the Association's Bylaws at the following place and time.

Tuesday, June 10, 2014 at Canterwood Country Club. 7:00 pm.

The purpose of the meeting is to meet as an association, to share ideas and concerns among the Members and the Board of Directors, to amend several bylaws, to adopt the operating and reserve budgets for 2014, and to elect a minimum of five (5) members of the Board.

All members are welcome and those in attendance will be provided with a brief opportunity to speak on any STEP matters of their choosing at the start of the meeting. Members electing to speak are expected to limit the time of their remarks to a few minutes as a courtesy to others in attendance and to ensure that an orderly and time-effective meeting can be achieved.

Enclosed with this notice are the following materials:

- Agenda for the 2014 annual membership meeting
- Minutes of the December 2012, annual membership meeting
- Summary of 2013 activities and accomplishments
- Official 2014 Ballot to elect five (5) Directors, a Proxy, instructions and Ballot return envelope.

Members should review the attached materials. All members in good standing (current on their assessments and fees owed to the STEP) are entitled to vote and are encouraged to do so. Please follow the voting instructions and return your ballot in the manner outlined in time to be counted in the official tally for the five (5) director positions on June 10, 2014. **To help attain a quorum, please complete and return the enclosed ballot, particularly if you do not plan to attend the meeting.** The Board appreciates all Member interest in the STEP's activities and in Member support for the Board's actions and decisions on their behalf.

Copies of the unofficial minutes of the 2014 annual membership meeting will be posted to the STEP Association's web site within 30 days after the meeting, subject to formal ratification at the 2015 annual meeting. All members are reminded that there is an abundance of excellent material about STEP located on the web site: [WWW. Canterwoodstep.org](http://WWW.Canterwoodstep.org)

We still have much to accomplish and your Board members are committed to making the STEP Association run smoothly and as cost effectively as possible.

We look forward to seeing you on Tuesday, June 10, 2014.

Alan Weiss, President

Michael Williams, Vice President

Kenneth Sadoian, Secretary

Edward Caudill, Treasurer

Chuck Pruitt, Director