

Canterwood STEP Association
Board Meeting – 8/1/17 – 1:00 PM

Proposed Agenda

- I. Additions To The Agenda
- II. Approval of Meeting Minutes from June 29, 2017
- III. Financials
 - a. Review of June 2017 Financials
 - b. Treasurer's Report
- IV. Alliance Association Bank Report (Brice)
- V. Administrative
 - a. Review of Delinquent Accounts & Actions
 - i. Scott Alexander to attend next Board meeting
- VI. Expiring Terms of Office/Annual Meeting
 - a. Letter to Members in lieu of Annual Meeting & election Ballot to be sent out this week
- VII. Operations
 - a. Status of Orenco Inspection/Training Work
 - b. Status of Parametrics Sampling/Testing Work
 - i. Eva working with City to get their input on sampling requirements
 - c. A Advanced Septic & Sewer Service
- VIII. Insurance Coverage/Premiums
- IX. Status of As-Builts for Existing Properties (Dan & Eva)
- X. Other Business

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: August 1, 2017

Board Members Present: Ed Caudill, Brice Bledsoe, Dan Lott and Ken Sadoian (Chairman)

Absent: Chuck Pruitt

Also present: Eva Hill (Consultant)

The meeting was called to order by Chairman Ken Sadoian at 1:00 p.m.

Approval of Minutes. The minutes of the meeting held on June 29, 2017 were approved.

Financials.

Treasurer Brice Bledsoe reviewed the June 2017 Financials and reported that everything looks in order. It was noted that we need a minimum of \$100K in Reserves for replacement/repairs of STEP System facilities. Our current Reserves are over \$200K. The financial report also lists the names of members who have not paid assessments due and owing to the STEP Association. Our attorney Scott Alexander was not able to attend this Board meeting to inform the board of the status for dealing with delinquent members. It is expected that Mr. Alexander can attend our next meeting in September.

Alliance Association Bank: Based on Mr. Bledsoe's review of the bank's financial information and discussions with Harold at Kalles, the determination is that the bank is in good financial health. Based on this analysis, the Board approved Kalles switching our account to Alliance Association Bank.

Administrative: As noted above, we will invite Scott Alexander our attorney who handles delinquent accounts to attend our next meeting to review our options on long term delinquent accounts including possible foreclosure actions.

Expiring Terms of Office / Annual Meeting: A Letter to Members will be sent out to all STEP System Association members this month in lieu of an Annual Meeting. The letter will also include a ballot to reelect Messrs. Sadoian and Pruitt to new 3-year Board terms.

Operations:

- **Orenco Inspection/Training Work** – the Board approved the work as described in the Orenco Proposal. It was also decided to do the inspection work first and hold off on the service provider training for now.

- Parametrix Manhole Sampling/Inspection – this work has already been approved, but Ms. Hill is working with the City to get their input on any additional sampling requirements they may recommend before we authorize Parametrix to proceed. Mr. Sadoian will contact Parametrix after input is received from the City.
- A Advanced Septic & Sewer Service – it is planned to invite a representative from A Advanced to our next meeting to present their qualifications and experience in servicing septic systems that would include STEP.


Insurance Coverage/Premiums: It was discussed if we should consider rescinding auto insurance coverage included in our current policy. It was recommended that we have Mr. Pruitt review and also check our overall coverages.

As Built Drawings: Mr. Lott and Ms. Hill are still searching files for additional homeowner as-builts and adding them to the website. As-builts will be provided to Orenco for the homes we select to be inspected.

Misc: It was discussed that we need to review the fees charged by Kalles to homeowners when a home on the STEP System changes ownership. The fees (amount?) seem to be excessive.

The next meeting will be held in September after Mr. Caudill returns from his trip.

The meeting was adjourned at about 2:30 PM.



Kenneth C. Sadoian, President