

Canterwood STEP Association

Board Meeting – 4/27/17 – 1:00 PM

Proposed Agenda

- I. Additions To The Agenda
- II. Approval of Meeting Minutes from December 1, 2016
- III. Approval of Brice Bledsoe as the New Board Treasurer
- IV. Financials
 - a. Review of March 2017 Financials
- V. Review of Proposed 2017 Budget and Approval
- VI. Administrative
 - a. Review of Delinquent Accounts & Actions
- VII. Operations
 - a. Response to Orenco Proposal
 - b. Response to Parametrics Sampling Proposal
 - c. Other Companies to Contact for Maintenance/Sampling
 - i. MAP Engineering
 - ii. Hemley's (Club Homes Proposal)
 - d. Schedule for Exercising of Valves
- VIII. Protocol for Transfer Of Ownership
- IX. Website Updates
 - a. Password Access to Director's Page
- X. Other Business

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Regular Meeting of the Board of Directors

Date: April 27, 2017

Present: Ed Caudill, Brice Bledsoe, Dan Lott, Ken Sadoian (Chairman), Chuck Pruitt and Eva Hill

The meeting was called to order at 1:00 pm by Mr. Sadoian.

There were no additions to the Agenda prepared for the meeting.

The minutes of the meeting held on December 1, 2016 were included in the handouts at the meeting and were approved by the Board.

New Board Treasurer: The Board approved Brice Bledsoe as the new Treasurer, succeeding Ed Caudill. Mr. Caudill will remain on the Board as a Director.

Financials: The financials for March 2017 were reported to be in order by Mr. Caudill and Mr. Bledsoe. We are currently adding about \$2,000/month to the Reserve Account.

2017 Budget: The following changes are to be made to the Preliminary Budget:

- “Regular Assessments” to be reflective of actual expected total of normal bi-monthly fees received from members
- Add \$500 for meetings
- “Legal Fees & Other” – reduce to \$10,000
- Eliminate “Depreciation Expense” which should not be part of the Budget (per Mr. Bledsoe)
- Eliminate line item for “Reserve Funding” (excess will be allowed to accumulate in “Operating Account” and transferred to the “Reserve Account” at the discretion of the Board)

Mr. Bledsoe is to review the revised budget with Debbie @ Kalles and then submit the new proposed budget to the Board.

The budget was preliminarily approved based on the discussions at the meeting.

Review of Delinquent Accounts: It was suggested that we invite Scott Alexander (our attorney) to one of our meetings in the near future to review status of the long standing delinquent accounts. Meantime, the Board needs to monitor the new names on the latest list.

Operations:

- Proceed with letter response to the Orenco Proposal. We are still looking for guidance from Orenco for the maintenance and inspection of both homeowners systems and the overall system (main sewer lines, etc.)
- Ask Parametrix for an updated proposal for testing of our system for H2S and off gassing with the intention to proceed with the work.
- Recommendations for local service companies for maintenance/inspection work for homeowner STEP systems: DrainPro/FloHawks/Hemley's/Others?
 - Contact Steve Tyson regarding other companies
- Exercising of Valves: we are due to have all the valves exercised again in the August/September time frame. Was last done early September 2016. Mr. Sadoian to arrange.

As Builts for Homeowner STEP Systems: we are trying to determine how many home as-builts for the STEP System exist. Eva Hill is working on this and will give additional information at the next meeting.

Protocol for Transfer of Ownership: all new homes on STEP or Septic have to have their systems inspected by the County (and the City?). Existing homes that have a transfer of ownership must have the system pumped, all equipment inspected for proper working order and be certified and approved by the County. Who has authority to sign off on results of the inspection? County? City?

Website Updates/News: Discussed how to access the Director's Page of the STEP website. Noted that Division 12 now has a separate website that Steve Muretta helped develop for them.

Next meeting will be sometime in June

The meeting was adjourned at about 3:00 pm.

Submitted by Ken Sadoian (Board President) on 6/27/17


