

## CANTERWOOD STEP SYSTEM ASSOCIATION

### Minutes of Meeting of the Board of Directors

Date: April 5, 2018

Board Members Present: Ed Caudill, Dan Lott, Ken Sadoian (Chairman)  
Chuck Pruitt (via phone)

Other: Eva Hill, Consultant

Absent: Brice Bledsoe

The meeting was called to order by Chairman Ken Sadoian at 1:00 PM

**Additions to the Agenda:** None

**Approval of Minutes:** The minutes of the meeting held on December 8, 2017 were approved as submitted.

**Financials:** In Mr. Bledsoe's absence, Mr. Caudill reported that based on his review of the Financials from December through February 2018, the Association's finances remain in good order.

Mr. Bledsoe reported separately on two action items from the last Board meeting that required input from our management company Kalles:

1. Do we continue to send monthly billing account statements to property owners who are "in collection"? **Per Debbie Rench @ Kalles, the short answer is no as once in collection the attorney is in direct contact with the STEP homeowner and any attorney fees have yet to be added to the outstanding balance. Post meeting note: this can be discussed at our next meeting to see if we want to change.**
2. Has the audit been scheduled? **Ms. Rench confirmed that the audit has been scheduled and she is accumulating the necessary information to provide to the auditor.**

### **Operations:**

**Orenco Inspection Report:** The Board members agreed that the homeowner STEP System inspection information in the report is very useful and definitely highlights problems with the design and maintenance of some of the systems. After some discussion of various options, it was decided to obtain from Orenco a proposal to inspect all the homeowner systems in Canterwood for design flaws, proper operation and water intrusion. Initially, the Board wants to see what this might cost and then decide how to proceed.

**Parametrix:** The draft report covering the inspection and sampling work done in late October was received in late December 2017. The report includes the conditions of the manholes inspected and recommendations for chemical injection to control hydrogen sulfide

formation and release to the atmosphere. Recommendations made apply to both Canterwood STEP and Division 12 STEP as the Division 12 System was also sampled. Division 12 has provided comments to the draft report. We have yet to provide comments, but will arrange to meet with Parametrix to discuss before they issue the final report.

**Mapping of STEP System Piping:** All agreed that this is a good idea. We will invite the representative from the company that is doing the mapping for the HOA to our next meeting.

**Insurance:** Mr. Caudill contacted American Family Insurance about providing the type of business insurance we require. They do not offer this insurance. Ms. Hill suggested contacting Country Financial based her experience with them covering their family winery.

**HOA Emergency Preparedness Committee:** Mr. Caudill has been attending the committee meetings and is in agreement with objectives of the committee. He noted that several other community associations in the area have already implemented plans in cooperation with the county. Currently the committee is awaiting further direction from the HOA Board before moving forward.

Mr. Caudill noted that we need to evaluate the impact on the STEP System and the Homeowner Systems of significant emergencies. Suggestions of areas that need attention are:

- Inform homeowners how to turn off their shut off valves
- Develop a procedure to have the system street valves closed if required.
- Homeowner instructions for emergency situations.
- Emergency contact protocol.

Currently we have no plans in place.

**Transition from Canterwood Development Co. (CDC):** Per Ms. Hill, most open spaces and other area/entities owned by CDC are being deeded over to Canterwood HOA. Ms. Hill is working with Russell Tanner to insure that Canterwood STEP retains easements for all piping and equipment within its control before the transition is complete.

At least initially, the combined sewer line that runs to Canterwood Blvd will likely go to the STEP Association (including Division 12). It is uncertain if we can ever get the City of Gig Harbor to take over this line.

**New Homeowner Letter:** Mr. Lott said that the letter he sent out in late January is the final version and this is what should be provided to Kalles to send out to new STEP members. Mr. Sadoian is to provide the letter to Kalles.



**New Business:**

- **New Connections from Division 14:** The Board questioned if we are being informed when people are occupying their new homes so that we can set up their STEP accounts and start the billing process plus provide them with information about their system. Note that the Division 14 systems include grinder pumps. Mr. Sadoian will follow-up with the HOA. Ms. Hill will also attempt to obtain as-built drawings for these installations.

**Other Business:**

- **Sewer Flow Rates:** Mr. Sadoian briefly reviewed the sewer flow rate data presented in the imbedded table for the period November 2014 to present. It shows spikes in the flow rate data on a consistent basis for the months November through February (typically the wettest months of the rainy season). This implies that we may be having a water intrusion problem. Mr. Sadoian will add data from 2012 through 2014 to the table to determine if the intrusion problem has gotten significantly worse since we completed the last round of water intrusion testing.

Meter Reading and  
Flow Data.xlsx

Next meeting will be in early May after Mr. Pruitt returns from Arizona.

The meeting was adjourned at 2:55 PM.

  
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Ken Sadoian, President

**Canterwood STEP System Association**

**Meter Reading and Flow Data Based on City Invoices**

Date	Reading	Date	Reading	Total Flow	Days	Flow/Day 100 CF	Flow/Day Gallons	Billing Am't
12/18/2014	21,645	2/19/2015	25,383	3,738	63	59.30	44356.4	\$42,676.58
2/19/2015	25,383	4/23/2015	28,601	3,218	63	51.08	38207.4	\$ 39,438.80
4/23/2015	28,601	6/24/2015	31,933	3,332	62	53.74	40199.0	\$40,218.55
6/24/2015	31,933	8/24/2015	35,172	3,239	61	53.10	39717.6	\$ 40,537.19
8/24/2015	35,172	10/23/2015	38,447	3,275	60	54.58	40828.3	\$ 41,669.22
10/23/2015	38,447	12/18/2015	41,955	3,508	56	62.64	46856.9	\$ 43,186.05
12/18/2015	41,955	2/24/2016	46,340	4,385	68	64.49	48235.0	\$ 51,050.65
2/24/2016	46,340	4/21/2016	49,667	3,327	57	58.37	43659.6	\$ 43,863.12
4/21/2016	49,667	6/24/2016	53,043	3,376	64	52.75	39457.0	\$ 44,196.00
6/24/2016	53,043	8/24/2016	56,156	3,113	61	51.03	38172.5	\$ 42,409.31
8/24/2016	56,156	10/21/2016	59,243	3,087	58	53.22	39811.7	\$ 42,232.68
10/21/2016	59,243	12/22/2016	62,708	3,465	62	55.89	41803.5	\$ 44,800.63
12/22/2016	62,708	2/22/2017	66,498	3,790	62	61.13	45724.5	\$ 48,708.57
2/22/2017	66,498	4/20/2017	69,923	3,425	57	60.09	44945.6	\$ 46,144.63
4/20/2017	69,923	6/22/2017	73,133	3,210	63	50.95	38112.4	\$ 44,634.36
6/22/2017	73,133	8/24/2017	76,313	3,180	63	50.48	37756.2	\$ 44,423.63
8/24/2017	76,313	10/24/2017	79,475	3,162	61	51.84	38773.4	\$ 44,534.29
10/24/2017	79,475	12/18/2017	82,487	3,012	55	54.76	40963.2	\$ 43,480.61
12/18/2017	82,487	2/22/2018	86,360	3,873	66	58.68	43894.0	\$ 51,287.67