

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: March 21, 2023

Board Members Present: Ken Sadoian, Dan Lott, Joe Tellez, Rich Richardson

The meeting was called to order by President Ken Sadoian at about 2:10 PM

Additions to the Agenda: None.

Approval of 1/17/23 Board Meeting Minutes:

- The minutes were approved as submitted.

Financials:

- Reviewed the first 5 pages of the STEP System monthly financials for February 2023 (note that this is the public portion of the monthly financials, which are also posted on the STEP System website).
 - It was recommended to shift the charges that occurred in October 2022 for the aerator plugging issue back to October from January of 2023. Going forward it was recommended by Mr. Lott that expenses be accounted for in the month that they occurred. Mr. Sadoian will inform Kalles that this is the accounting method to be used going forward.
- **Treasurer's Report:**
 - The financials for February 2023 were approved taking into account the above comments.
- **2023 Budget:**
 - Considerations
 - City of Gig Harbor raised sewage treatment rate by 5% effective 1/1/23.
 - Consider dues increase to offset the small deficit incurred for 2022.
 - Consider dues increase to further build the reserve account to recover replacement of piping under the street due to leakage/blockage that may occur in the future. (To Mr. Sadoian's knowledge this has only occurred once in the past.)
- **Delinquent Accounts:**
 - Our largest delinquent account is long-standing (at least 10 years) and now totals about \$17,000 including fees and penalties. The house is now apparently bank

owned and our current collections attorney (Scott Alexander) is in the process of determining where we stand in line to collect what is due to STEP.

- The next largest delinquent account is now at \$2360. All other delinquencies are below \$1000 which people will normally pay when they receive a letter from the attorney.
- It was suggested again by Mr. Lott to consider switching to a more aggressive collections attorney. Mr. Lott will provide the contact information for the attorney the HOA is now using.

Administrative:

- **STEP Members List:**
 - Mr. Sadoian to send out updated lists to all Board members.
- **STEP System and Directors Officers Insurance Coverage:**
 - Mr. Sadoian to email copies of our policies through American Family Insurance by email.
- **Set up Meeting with Canterwood Commercial:**
 - Mr. Sadoian is to set up a meeting with Greg Parker with Canterwood Commercial (successor company to Canterwood Development) to discuss areas of mutual interest (paid STEP connections remaining, common property, etc.)

Board Elections:

- Need to fill one more Board position. Mr. Tellez contacted Jack Quigg who indicated an interest in service. Mr. Sadoian to follow-up with Mr. Quigg
- Board members will serve 2- or 3-year terms. Terms should be staggered so that all don't end at once. For upcoming elections, the proposal is 2-year terms for Mr. Sadoian and Mr. Lott and 3-year terms for Mr. Tellez, Mr. Richardson and a 3rd new member yet to be determined.
- **Elections Procedure:**
 - Conduct through HOA or Kalles?

Operations/Maintenance:

- Mr. Sadoian reviewed short term (6 months or less) operations/maintenance items that need to be addressed. These include:
 - **Aerator Replacement including New Lid**
 - **Exercise Street Isolation Valves**
 - Have used DrainPro the past two times. Should now also consider Aadvanced.
 - **Reinspect STP System manholes for Corrosion**
 - Need to first clarify which manholes are solely our responsibility

- **Test System for Hydrogen Sulfide/Odors**
 - Parametrix did it the last time. Need to follow-up with them and perhaps one other. The Parametrix rep we worked with before is now with another company.
- **Mag Meter Recalibration**
 - Mr. Sadoian will try to contact Nathan Stout, the plumber who installed the meter.
- **Long Term**
 - **Chemical Injection Tank, Pump & Flow Meter Refurbishing/Upgrade**
 - The first step is to determine which companies to send inquiries to. Should check with Division 12 to see who they used for the revamp of their equipment and who maintains it.

Other Business:

- **Updating of STEP System Drawings:**
 - Need to work with Eva Hill to see what drawings need updating and who best to use to do the work.
- **Tour of Facilities:** Will do at the beginning of the next meeting.
- **Annual Meeting?**
 - The Board will have to determine the need to hold an annual meeting this year. Mr. Sadoian's recommendation is to have it in October if the Board decides it is appropriate.
- **Investigate Combining with Division 12 STEP:**
 - No action taken on this topic since the last meeting. Still need to check with the Division 12 Board to get their input.

Next Meeting: TBD depending on conference room availability. (Later scheduled for Tuesday May 9, 2023)

Meeting was adjourned at 4:00 PM

Approved: *Nen Sadoian, President*

Date: 5/9/23