

Canterwood STEP System Association

5727 Baker Way

Gig Harbor, WA 98332

August 3, 2016

Dear Canterwood STEP System Association Member:

To begin, the current Board members Ken Sadoian (President), Ed Caudill (Treasurer) and Chuck Pruitt (Secretary) would like to acknowledge the invaluable contributions made to the STEP Association by Al Weiss. As most of you know, Al passed away in May from ALS (Lou Gehrig's Disease). Al was instrumental in leading the effort to get all our septic systems inspected and repaired where necessary to minimize/eliminate water intrusion into the system that was responsible for high sewage effluent rates flowing to the City of Gig Harbor's water treatment facility. This effort was very successful and much appreciated by the City. It also led to a reduction in the bimonthly rates charged by the STEP Association to each member from \$220 to \$180.

Our effluent rates and billing from the City remain relatively steady and even though the City raised the sewage treatment rates to all customers as of January 1, 2016 and plans yearly increases for the next five years ranging from 3.5 to 4.5%, there are no current plans to increase the STEP rates to members.

Annual Meeting

This letter is also being sent out in lieu of an Annual Meeting for 2016. However, we do need to have an election to fill two open board positions and Ed Caudill is to stand for reelection for a new 3-year term. The two open positions have been created by the passing of Al Weiss and the resignation of Mike Williams who has moved out of the area. We are actively looking for people to serve on the Board and a Nomination Form is enclosed with this letter to nominate anyone interested in being a Board member. You can nominate yourself or someone you know who is willing to serve (please check with the person if nominating someone other than yourself). Please include a one paragraph bio with the Nomination Form. Forms are due by August 22.

An election will be held (by mail) once the deadline has passed and we have received enough nominations to fill the open positions. Please return the Nomination Forms in person (if convenient) to any of the current Board Members (Ken Sadoian, Ed Caudill or Chuck Pruitt), mail to or drop off at the Canterwood STEP Association at the address above or mail to:

Ken Sadoian
12512 Tanager Dr. NW
Gig Harbor, WA 98332

If you need information about the responsibilities of the Board and Board Members please feel free to contact Ken Sadoian by phone (253-514-0935) or email (kcsadoian@aol.com).

Financial Health

The Canterwood STEP Association is in excellent financial condition. With a reserve account of around \$200,000 we are adequately prepared for unplanned repairs and emergencies. The finances are monitored closely by Treasurer Ed Caudill. A copy of the balance sheet for the month of June is included with this letter for your information. The monthly financials are also posted on the Canterwood STEP website.

Operations

The Board is responsible for seeing that the entire STEP System is kept in good working order. As part of this responsibility we plan to enter into an agreement with DrainPro to have the shutoff/block valves exercised on a regular basis. The plan is to have this done two times a year. In addition, we plan to talk to the City of Gig Harbor to discuss any issues they may have with our effluent and we may need to revisit chemical injection (probably chlorine) into the system to control off gassing and corrosion as required. We would note that Al Weiss established direct contact with the Superintendent of the Gig Harbor water treatment plant to ensure that the STEP system is complying with the requirements set by the City. It is the intention of the Board to continue and foster this relationship.

The Board would like to reiterate that each homeowner is responsible for maintaining the septic tanks and equipment on their property. Some typical guidelines are that the equipment should be checked for proper operation on a 2-3 year basis and the system pumped on a 3-5 year cycle depending on the number of people in the household and if it is occupied year around. The next round of inspections to check for water intrusion into the individual systems will likely be required in 2018 to adhere to a 5 year cycle.

The Board thanks you for your continued cooperation and **please turn in your nomination forms.**

Sincerely,

The STEP Association Board of Directors