

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: February 20, 2024

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

The meeting was called to order by Board President Ken Sadoian at 2:00 PM

Additions to the Proposed Agenda:

- None

Approval of 01/16/24 Board Meeting Minutes:

- The minutes were approved as submitted.

Financials:

- Reviewed the first 5 pages of the STEP System monthly financials for January 2024 (note that this is the public portion of the monthly financials, which are also posted on the STEP System website).
- **Treasurer's Report:**
 - The financials for January 2024 were reviewed and approved by the Board. It was noted that the City charge for sewer service for the period November-December 2023 was significantly above normal due to the volume of sewerage metered. We will need to monitor the next couple of billings to see that there is no significant leakage of water into the system.
- **2024 Budget:**
 - The proposed 2024 Budget was reviewed and approved as presented. For now, no further increase in bimonthly dues is anticipated for the year. However, a budget review will be undertaken mid-year at which time the need for a dues increase will be considered.
- **Reserve Account:**
 - A reserve study is to be performed later in 2024 to determine the adequacy of our current reserve account balance.
- **Delinquent Accounts:**
 - Wahlers – per email from Mr. Alexander: The Wahlers failed to timely pay the Attorney fees ordered and no tax return has been provided. Mr. Alexander will schedule another hearing to address these continuing failures.

- There is one other delinquent account above \$1000. Mr. Alexander has previously filed a lien on the home to protect our interest and is actively trying to collect what is due the STEP System. Note that this home is currently up for sale.
- The Board approved the following revised delinquent accounts policy to be instituted immediately. Mr. Sadoian to inform Kalles and Mr. Alexander.
 - At 30 days late: assess \$25 late fee and issue first delinquent notice letter.
 - At 60 days late: assess additional \$25 late fee and issue second delinquent notice letter.
 - At 90 days late: assess additional \$25 late fee and have attorney write letter.
 - At 120 days late: assess additional \$25 late fee and have attorney file lean against the property.
 - Late fees to accrue until account is brought up to date.
 - Homeowner is responsible for all attorney fees accrued in this process.

Administrative:

- Mr. Lott is resigning from the Board effective the end of February. His services and commitment will be missed.
- **Board Elections:** Election to be delayed until a volunteer replacement for Mr. Lott is found.
- **Annual Meeting:** the necessity of holding an Annual Meeting this year will be decided later in the year,

Operations/Maintenance:

- **Aerator Replacement Including New Lid:**
 - Still need to get update from David Kopchynski of Water Works Engineers

Other Business:

- **STEP Files:** Will be moved from the office on Baker Way to one of the HOA storage rooms in the Canterwood maintenance building by the end of March.

Next Meeting: TBD depending on conference room availability.

The meeting was adjourned at approximately 3:00 PM

Approved: *Ken Sadoian, President*

Date: *4/9/24*