

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: April 9, 2024

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

The meeting was called to order by Board President Ken Sadoian at 2:02 PM

Additions to the Proposed Agenda:

- None

Approval of 02/20/2024 Board Meeting Minutes:

- The minutes were approved as submitted.

Financials:

- Reviewed the first 5 pages of the STEP System monthly financials for February 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 February 2024 were reviewed and approved by the Board. The Board needs to continue monitoring the billings from the City of Gig Harbort as the current billings are running higher than budgeted based on higher effluent meter readings. Higher readings may indicate an increase in water leakage into the system.
- **2024/2025 Budget:**
 - A budget review will be undertaken mid-year at which time the need for a dues increase/timing will be considered.
- **Reserve Account Study:**
 - No activity but still needs to be done.
- **Delinquent Accounts:**
 - Wahlers – no update since last meeting
 - US Bank – Mr. Alexander is still pursuing legal avenues for collecting on this account (US Bank was the recipient on the foreclosure of the Wahler residence.)
 - 12518 Tanager Drive – this account was paid off in full on the sale of the home (closing balance was approx. \$2200).
- **Delinquent Account Policy:**
 - New policy voted on at February Board meeting will be put into effect on September 1, 2024.

Administrative:

- **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:**
 - No update

Other Business: None

Next Meeting: TBD depending on conference room availability.

The meeting was adjourned at 2:40 PM

Approved: *John Saylor, President*

Date: *8/22/24*