

CANTERWOOD STEP SYSTEM ASSOCIATION

Minutes of Meeting of the Board of Directors

Date: April 15, 2025

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

The meeting was called to order by Board President Ken Sadoian at 2:55 PM

Additions to the Proposed Agenda:

- None

Approval of 09/17/2024 Board Meeting Minutes:

- The minutes were approved as submitted.

Financials:

- Reviewed the first 5 pages of the STEP System monthly financials for January-February 2025 (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 & February 2025 were reviewed and approved by the Board.
- **2025 Budget:**
 - The preliminary budget prepared by Mr. Sadoian was reviewed with the board members present. After some discussion the preliminary budget was approved and will be sent on to Kalles. The budget as approved calls for a dues increase of \$10 starting with the billing for August 2025. Actual timing for this increase will depend on the City of Gig Harbor sewer invoices. So far for 2025, the invoices are running below those from 2024 despite a 6% rate increase instituted by the City effective January 1, 2025.
- **Reserve Account Study:**
 - No activity
- **Delinquent Accounts:**
 - Wahlers – no update since last meeting
 - We have several delinquent accounts that need immediate attention. These accounts were reviewed with the board members present. Mr. Sadoian will contact our collections attorney Mr. Alexander to issue collections letters to these STEP members to speed up collections on these accounts.

Administrative:

- **Board Elections:** Will target to hold Board elections by mail in June.
- **Annual Meeting:** in lieu of an annual meeting this year the Board will plan to send out an annual letter giving the current financial and operational condition of the STEP System.

Operations/Maintenance:

- **Aerator Replacement Including New Lid:**
 - No update
- **Exercise Street Isolation Valves**
 - No update

Other Business:

- Reviewed or informed Board members on the following items:
 - Dead leg STEP line on parcel just east of Canterwood to the right of the house just beyond the 13th green. No current update on progress for building a home on this lot.
 - New construction – 12503 Tanager Dr NW. Reviewed procedure for collecting STEP fees from builder
 - Failed drain fields and potential connection to STEP. Reviewed interaction with homeowner whose drain field has failed and the possibility of connecting to either of the STEP Systems in Canterwood.
 - Development at Baker Way and Canterwood Blvd. Rush Development proposing to build apartments on this parcel. They are willing to take over maintenance of the combined Canterwood sewer line that runs to Canterwood Blvd. Rush has sent us a draft of an agreement for our review.
 - Easement/Permit for combined sewer line that runs under the Tacoma Power property. The yearly fee is \$200. Historically this has been paid by Canterwood Development. Canterwood STEP has paid the last 2 years even though this is a shared sewer line with other entities in Canterwood.
 - STEP connections - should we buy the remaining 3 or 4 STEP connections from Canterwood Development?

Next Meeting: Will be scheduled for June.

The meeting was adjourned at 3:45 PM

Approved: *Ken Saylor, President*
Date: *10/21/25*