

Stepping Stone Condominium Association, Inc.

NOTICE OF ANNUAL HOMEOWNERS MEETING

November 22, 2016

Dear Homeowner,

The Stepping Stone Condominium Board of Directors invites you to attend the 2016 Annual Meeting of the Stepping Stone Condominium Association to be held on:

Date: **Thursday, December 8, 2016**

Time: **6:00 P M**

Location: **Clubhouse**

The meeting will commence promptly at 6:00 PM. **You must Check-In before the meeting begins. Check-In will begin at 5:30 PM.** It is important that you plan to attend. If you cannot attend, please appoint a proxy to represent your interests. All members are encouraged to submit their proxy forms to the Office of the Association at least two (2) business days prior to the meeting. You may place your proxy in the mailbox designated as 10E. Proxies will be accepted during Check-In.

Enclosed please find:

- 1) Agenda
- 2) Presentation of Current Board of Directors and Nominees for one (1) vacant position on the Board of Directors (Brief Profiles of Nominees are Enclosed)
- 3) Membership Qualifications and Voting Rights Information
- 4) Proxy Form
- 5) Voting Ballot
- 6) Stepping Stone Condominium Volunteer Committee Form

We invite any member of the Association to be nominated for the vacancy on the Board of Directors. If you are interested in serving on the Board, please submit a brief profile describing your experience and skills that would be assets to the board and the reason you wish to serve.

You must be a homeowner in good standing with no outstanding indebtedness to the Association to be considered as a nominee and to vote and participate in the transaction of the business of the Association.

The Board is also asking for volunteers to serve on our committees. No particular expertise is required. If you are interested in serving on a committee, please complete the enclosed form and return it to our office. You may place the form in the mailbox designated as 10E or bring it to the meeting.

Best regards,

Ethel Lee
President
Board of Directors
Stepping Stone Condominium Association

Stepping Stone Condominium Association, Inc.

2016 Annual Meeting Agenda

**Excerpted from Article 1 of the Stepping Stone Condominium Association Bylaws.*

SECTION 1.12. THE ORDER OF BUSINESS.

The order of business at annual Members' meetings and, as far as practical, at all other members' meetings shall be:

- a) Call to order;
- b) Calling of the roll and certifying of proxies;
- c) Proof of notice of meeting or waiver of notice;
- d) Reading and disposal of any unapproved minutes;
- e) Reports of officers;
- f) Reports of committees;
- g) Election of Directors;
- h) Unfinished business;
- i) New business;
- j) Adjournment.

SECTION 1.13. PLACE OF MEETING.

Meetings of the Unit Owners shall be held at the principal office of the Condominium, or at such other suitable place convenient to the Unit Owners as may be designated by the Board of Directors.

Stepping Stone Condominium Association, Inc.

2016 Board of Directors

- Ethel Lee, President/CEO
- Le'Patrick Patton, Vice President/COO
- Jim Keeton, Treasurer
- Audree Johnson, Secretary
- Rena Anderson, Member
- James Benderson, Member

Board of Directors Nominees

Stepping Stone Condominium Association, Inc.

Member Qualifications and Voting Rights Information

**Excerpted from Article 1 of the Stepping Stone Condominium Association Bylaws.*

SECTION 1.03 VOTING RIGHTS. The vote for a Unit shall be cast by the owner thereof, or by his proxy designated in the manner hereinafter provided for. The number of votes to which an owner is entitled is provided in the Articles of Incorporation of the Association.

SECTION 1.04. DESIGNATION OF VOTING REPRESENTATIVE AND ELIGIBILITY TO VOTE. In the event a Unit is owned by one (1) person, his right to vote shall be established by the record title to his Unit. If a Unit is owned by more than one (1) person, the person entitled to cast the vote for the Unit shall be designated by a certificate signed by all of the record owners of the Unit and filed with the Secretary of the Association. If a Unit is owned by a corporation, partnership, trust or other legal entity, the officer or agent thereof entitled to cast the vote for the Unit shall be designated by a certificate of appointment signed by the duly authorized representative of the Board of Directors or other governing body of such entity and filed with the Secretary of the Association. If such a certificate is not filed with the Secretary of the Association for a Unit owned by more than one (1) person, or by a corporation, partnership, trust or other legal entity, the membership, or vote of the Unit Owner concerned shall not be considered in determining the requirement for a quorum nor for any purpose requiring the approval of the person entitled to cast the vote for the Unit. Such certificate shall be valid until revoked or until superseded by a subsequent certificate or until a change in the ownership of the Unit concerned is effected. A certificate designating the person entitled to cast the vote of a Unit may be revoked by any owner thereof. In the event any Unit Owner shall be in default in payment of any Assessments against his Unit and shall fail to cure such default at least two (2) days prior to the date fixed for the meeting, the membership or vote of the Unit Owner concerned shall not be considered in determining the requirement for a quorum nor for any proposal requiring the approval of the person entitled to cast the vote for the Unit.

SECTION 1.08. VOTING IN PERSON OR BY PROXY. A member may vote in person or by proxy executed in writing by the Member or his duly authorized attorney-in-fact. No proxy shall be valid except for the particular meeting designated therein, and no proxy shall be honored unless filed with the Secretary of the Association before the appointed time of the meeting. No person other than the Developer shall act as a proxy for more than one (1) Unit in addition to his own Unit.

SECTION 1.09 QUORUM. Unit Owners holding more than fifty (50%) percent of the votes entitled to be cast represented in person or by proxy shall constitute a quorum at all meetings of the Unit Owners.

SECTION 1.10. VOTE REQUIRED TO TRANSACT BUSINESS. When a quorum is present at any meeting, the vote of a majority of the votes cast shall be necessary for the adoption of any matter voted upon by Unit Owners, unless the question is one upon which, by express provision of the Act, The Declaration, the Articles of Incorporation, or these Bylaws, a different number is required, in which case the express provision shall govern and control the decision in question.

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PROXY

SECTION 1.08. VOTING IN PERSON OR BY PROXY. A member may vote in person or by proxy executed in writing by the Member or his duly authorized attorney-in-fact. No proxy shall be valid except for the particular meeting designated therein, and no proxy shall be honored unless filed with the Secretary of the Association before the appointed time of the meeting. No person other than the Developer shall act as proxy for more than one (1) unit in addition to his own unit.

FORM OF PROXY

Please make every effort to file your proxy at least two (2) business days prior to the Annual Homeowners Meeting to be held at 6:00 pm on Thursday, December 8, 2016 at the Stepping Stone Condominium Clubhouse.

I _____ being owner of Unit # _____ do hereby authorize

and appoint: _____ to be my proxy and represent me on all matters discussed at the Meeting and to vote on my behalf on issues properly submitted to vote including the election of the Board of Directors.

Date: _____ Signature: _____

Unit # _____ Home/Cell Telephone: _____ Email: _____

Witness:

Signature

Witness:

Signature

Address (Non Resident Homeowner):

Stepping Stone Condominium Association, Inc.

ANNUAL HOMEOWNERS MEETING December 8, 2016

VOTING BALLOT, BY HOMEOWNER, FOR MEMBERS OF THE BOARD OF DIRECTORS

PLEASE VOTE FOR 1 OF THE FOLLOWING NOMINEES TO SERVE ON THE BOARD OF DIRECTORS

List of Nominees

_____ Patsy Lambert

_____ Jose A. Olivero

_____ Dominique Patton

Homeowner Name: _____ Unit #: _____

TO BE ELIGIBLE TO VOTE YOU MUST BE A HOMEOWNER IN GOOD STANDING.

VOTING BALLOT, BY PROXY, FOR MEMBERS OF THE BOARD OF DIRECTORS

PLEASE VOTE FOR 1 OF THE FOLLOWING NOMINEES TO SERVE ON THE BOARD OF DIRECTORS

List of Nominees

_____ Patsy Lambert

_____ Jose A. Olivero

_____ Dominique Patton

Homeowner Name: _____ Unit #: _____

Proxy Name: _____ Unit #: _____

TO BE ELIGIBLE TO VOTE YOU MUST BE THE PROXY OF A HOMEOWNER WHO IS IN GOOD STANDING WITH THE ASSOCIATION.