

Stepping Stone Condominium Association
Board Meeting
February 7, 2011
6:30p.m.

The special meeting of the Stepping Stone Condominium Association (**SSCA**) was called to order by President Geof Gazaway at 6:33 p.m. on February 7, 2011. The meeting was held in the Association clubhouse.

Attendees present:

Geof Gazaway—President
Carol Coffey—Vice-President
Edrice N. Johnson—Secretary
Tim Brown—Treasurer
Cliff Watson—Board Member
Barry DeBose—Former President
Chandra Lovelace—Former Secretary

Approval of Minutes

Reading and approval of the January 24, 2011 minutes were omitted.

Reports

Report of the treasurer was omitted.

Business

President Gazaway opened with comments regarding the special assessment levied in October 2010. Previously proposed projects, namely lighting, security, and building cleaning/pressure washing were mentioned in conjunction with said assessment. No report available on the assessment dues collected as of January 31, 2011. The president informed the board that Mrs. Ona Elliott (**SSCA** Outgoing Accountant) was unable to be reached for a final accounting of the assessment. Mrs. Elliott is completing end of the year accounting and the restoration of the books since the office theft in 2010.

Issues of Concern:

- Property Leaks—President Gazaway stated that American Leak reported there is no detectable leak in building seven (#7). Secretary Johnson reported a leak from the water spigot under the utility meter box on building four (#4).
- Security Concerns —President Gazaway reported a “peeping Tom” incident into a downstairs front-side window of a young woman’s unit in building one (#1). No police were notified.

Vice-President Coffey proposed that the board ~~consult a private security company.~~ request estimates from private security companies as promised in previous meetings with members.

- Lighting—Member Cliff Watson reported on the current lighting status and options for repair and replacement with estimates ranging from \$8,000-\$30,000. Each board member was presented a schematic drawing of the property detailing light locations and operability. No decision for an appropriation to fund this project was reached.
- Windows—The board was informed that an undisclosed number of windows needed repair in “X” units in some buildings. Window World was selected as service provider. Secretary Johnson requested information citing the specific buildings, unit numbers and cost. Treasurer Brown agreed to provide the information requested.

Special Assessment \$50,000—Priorities

The following items were cited as priorities to be funded from the Special Assessment account:

1. Lighting (including security as a line item)—Treasurer Brown reported that the allocation voted on by the previous board was not to exceed \$15,000.
2. Landscaping/Mulching—no financial allotment specified at this meeting.
3. Building cleaning/pressure washing, grounds, walkways-- no financial allotment specified at this meeting.
4. Clubhouse Renovation-- no financial allotment specified at this meeting.

New Issues

- Lighting— The lights used in Mr. Watson’s estimates are square in shape and can be attached to poles or buildings. He informed the board that the next step is to determine the wiring construct of the lighting system, which lights are on a given loop, and the capacity afforded by each loop. Ms. Lovelace expressed concern for the aesthetic design of the lights and their enhancement of the property’s appearance and value. Treasurer Brown requested that Mr. Watson complete his proposal.
- Keys—President Gazaway released to Vice-President Coffey master keys. She volunteered to make copies for Mr. Watson and Secretary Johnson. Ms. Coffey was asked to retain the receipts for reimbursement.

Motion: President Gazaway moved to disperse five hundred dollars (\$500) to Mr. Watson to continue the lighting proposal research and to enlist the services of the electrical company of his choice. Motion was seconded.

Vote: Affirmative--Gazaway, Coffey, Brown, Watson, Lovelace, DeBose
Abstaining--Johnson

SSCA has retained Mr. Electric in the past to address electrical concerns.

President Gazaway informed the board that Mrs. Elliott currently is retained by the board for her accounting services at a rate of twenty dollars (\$20) per hour with a current expenditure of \$3,200.

The President stated that the board is bonded to protect the **SSCA** Unit Owners against theft, but the bond does not offer protection against a theft committed by an office manager. The bond does not show names.

President Gazaway reported that Mrs. Elliott has security access passwords for **SSCA** QuickBooks accounting that she can pass on to all board members.

Former President DeBose reported that "X" number of SSCA Units currently are owned by the Association under the authority of the Board. All rents collected are reported as revenue.

Vice-President Coffey presented to the board the process necessary to establish an **SSCA** website. She asked the board for input as to what should be included in the website. Ms. Coffey suggested a secured and monitored maintenance log, as well as, the posting of the bylaws and other **SSCA** documents. She estimated one month for start-up.

Vice-President Coffey and Secretary Johnson will retype **SSCA** Articles of Incorporation, Declaration, Bylaws, Policies and Procedures in order to have them uploaded to the web site.

Motion: President Gazaway moved to allot one hundred dollars (\$200) start-up fee and seven (\$7) dollars per month to establish and maintain the **SSCA** website. Motion was seconded.

Vote: Affirmative--Gazaway, Coffey, Brown, Watson, Lovelace, DeBose
Abstaining--Johnson

The next scheduled meeting is February 24, 2011 at 6:30 p.m.

There being no further business, the meeting was adjourned at 8:17 P.M.

Edrice N. Johnson
Secretary

Approved ___/___/_____