

**Stepping Stone Condominium Association**  
**Board Meeting**  
**May 18, 2011**  
5:00p.m.

The regular meeting of the Stepping Stone Condominium Association (**SSCA**) Board of Directors was called to order by President Geof Gazaway at 5:05 p.m. on May 18, 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  
Ona Elliott—Accountant

**Approval of Minutes**

The minutes of the April 21, 2011 regular meeting of the SSCA Board of Directors were approved with no corrections or amendments.

**Vote:** Unanimous

**Reports**

The report of the treasurer was omitted by Mr. Tim Brown and deferred to Mrs. Ona Elliott.

**Business/Pending Actions**

- *Steps Update*—The city of Huntsville requires that three documents including a signed contract, work permit, and a letter of completion must be acquired and maintained for any contractual work over \$250. This information must also be provided to the SSCA insurance provider.
- *Security*—Due to current speed limit issues within the SSCA community, speed bumps are proposed at the entrance stop sign and adjacent to the dumpster by buildings #6 and #7.

**Action Item:** President Gazaway will consult Lee Builders along with other asphalt pavers for the speed bump installation.

- *Lighting*—Mr. Watson completed five more lights to be installed Thursday the 19<sup>th</sup>. Eleven more ballast kits are on order for final rebuilding. Mr. Watson will order one unit round globe (\$80) for example and experiment for the installation and replacement of other globe lights. Total estimated lighting cost is \$5,500.

Treasurer Brown noted that all payments for lighting and security should come from the Special Assessment account.

Unit 7H has agreed to continue paying for the Special Assessment amount currently owed in arrears.

- *Cameras*—Mr. Watson will order eight cameras to be mounted on the existing lights and around the pool area.
- *Security (continued)*—Mr. Watson proposed a security system consisting of three locks mounted on the Clubhouse entrance, pool gate, and bathroom access door. The system will allow for coded keypad entry, individually numbered and coded security cards, and keys used separately or in any combination.

**Motion:** President Gazaway moved to go forward with Clubhouse and Pool security system installation based on Mr. Watson’s bid and information.

**Vote:** Unanimous

- *Office Manager/Property Management Firm*—Treasurer Brown submitted three bids from property management firms for the Boards approval, Holloway & Associates, Real Property Management, and his affiliate The Favour Group. The discussion was tabled for the collection of more data. The bid proposals are maintained for the minutes.

**Action Item:** Mr. Watson, Mr. Brown and Mrs. Elliott will prepare a more detailed scope to be used in the continued search for a management firm, to include on-site presence.

- *Pool*—Secretary Johnson informed the Board of three broken filter valves needing replacement at a cost of \$200. Ms. Johnson and Mr. Stanley (pool tech) will continue to monitor the leak situation and keep the board informed.

(Secretary Johnson excused herself from the meeting, 5:55 p.m.)

\*Additional meeting items...

The next meeting is June 14, 2011 at 5:30 p.m.

There being no further business, the meeting was adjourned at \_\_\_\_\_ p.m.

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Edrice N. Johnson  
Secretary

Approved \_\_\_/\_\_\_/\_\_\_\_\_