

**Stepping Stone Condominium Association**  
**Board Meeting**  
**June 15, 2011**  
5:30p.m

The regular meeting of the Stepping Stone Condominium Association (**SSCA**) Board of Directors was called to order by Vice-President Carol Coffey at 5:40 p.m. on June 15, 2011. The meeting was held in the Association clubhouse.

**Attendees present:**

Carol Coffey—Vice President  
Edrice N. Johnson—Secretary  
Tim Brown—Treasurer  
Cliff Watson—Board Member  
Chandra Lovelace—Board Member (for the completion of G. Gazaway's term)  
Ona Elliott—Accountant

**Special Business**

Vice-President Carol Coffey opened the meeting with an announcement of the resignation of President Geof Gazaway.

**Motion:** Vice-President Coffey moved to accept President Gazaway's resignation. The motion was seconded.

**Vote:** Unanimous

**Motion:** Mr. Cliff Watson moved to accept Ms. Carol Coffey for the office of President. The motion was seconded.

**Vote:** Unanimous

**Motion:** Secretary Edrice Johnson nominated Mr. Cliff Watson for the office of Vice-President. The motion was seconded.

Mr. Watson requested additional time to consider the nomination. The motion was tabled for the next regular meeting.

**Approval of Minutes**

The minutes of the May 18, 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**

- *Change of Signatories*—Mr. Brown noted to the Board that with the resignation of Mr. Geof Gazaway, a change of signatories would be necessary. The current signatories

are Geof Gazaway, Tim Brown, and Ona Elliott. These minutes are to be approved expeditiously by the SSCA Board and submitted to bank officials by Treasurer Tim Brown as proof of said change.

In accordance with business accounting laws, the SSCA Board should maintain records for no less than seven years.

Mrs. Ona Elliott presented the financial report as of June 15, 2011. The reports are retained for the minutes.

Mrs. Elliott will specify line items in QuickBooks which will clearly denote and verify the transfer of funds from the Special Assessment to Operations for payments previously made from the Operations fund for Security and Lighting, which are allotments of the Special Assessment.

Treasurer Brown requested that a statement of the bank account should be available for a line item check against the QuickBooks statements. Mrs. Elliott informed the Board that QuickBooks can give a print out of each individual check processed through the account. She confirmed that the Board does have the ability to balance the checkbook against the QuickBooks balance sheet.

Mrs. Elliott will provide President Carol Coffey with an additional password that would grant her administrative authority and the ability to give additional limited access to other Board members or an office manager.

Unit 3J has been given the option to pay rent to the Association or vacate the premises within the week. If the resident remains they will pay rent at rate of \$400 per month. There are currently no other properties owned by the Association under the control of the SSCA Board.

Mr. Brown proposed that the board purchase a check scanning system that would allow for all checks to be scanned and posted immediately to the Association account.

**Motion:** Mr. Watson moved to accept Mr. Brown's proposed check scanning system. The motion was seconded.

**Vote:** Unanimous

Unit 7M—Geof Gazaway's window was ordered for replacement through Champion windows.

Unit 7G—The Board discussed the ceiling repair of Unit 7G. An initial inspection and bid must be done with the deteriorated and rotted material removed. The Board could not reach a consensus as to determine whether the Association or the Unit Owner is responsible for all or part of the repair.

*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 \_\_\_/\_\_\_/\_\_\_\_\_