

**Stepping Stone Condominium Association**  
**Board Meeting**  
**July 18, 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 5:30 p.m. on July 18, 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  
Tremayne Aldridge—Office Manager

**Business**

President Carol Coffey requested that Mr. Aldridge contact Allied Waste Management for current pick up times and scheduling, along with a request for dumpster replacement/larger containers. The Board currently pays \$1071.97 for two service day per week.

- Window—Repairs for windows have ceased due to budget restrictions. The Board needs to reach clarification from the Bylaws as to its responsibility with window replacements.

The owner of Unit 8N says that they were promised window replacements at the October Homeowner meeting.

The previous Board had no established policy for window replacement.

- Check Reader—Mr. Aldridge will run the checks through the scanner upon receipt. President Coffey will establish internet service for the office. Mr. Brown will set up the check reader after its purchase in August.

Treasurer Brown informed the Board that the SSCA Board currently has three accounts, two checking and one saving. The account containing the Operational funds (\$34,082.71 as of 6/15/11) is a business interest checking account, and the former "Siding" account (\$39,246.57) is being used for the Special Assessment monies. The savings account contains \$5,194.64 dollars for the insurance deductible.

**Approval of Minutes**

The minutes of the June 15, 2011 regular meeting of the SSCA Board of Directors were approved with no corrections or amendments.

**Vote:** Unanimous

**Motion:** President Coffey moved to remove Member Chris Randall from the Board for absenteeism. The motion was seconded.

**Vote:** Unanimous

President Coffey has issued a letter with fine (\$25) to the owner of Unit 7A (Van Pelt) for satellite dish violations. If not removed within seven days the fine will be doubled.

FCC regulations state that a satellite is acceptable in a particular unit as long as it is contained within the airspace of said unit. The Board has power over common areas only.

- Landscaping—Free mulch is available for haul at \$7 per ton. Member Lovelace will get a landscaping package quote from Mr. Salvador Segura. President Coffey will secure the mulch. Member Watson cautioned the Board to aware that most of the landscaping beds have embedded electrical wiring and water cut-off valves. The Board agreed to replace mulch before beginning the building pressure washing.
- Security—All Board members signed Proximity Card Issue Agreements.

Mr. Aldridge informed the Board that comparable condominium communities average \$2800 monthly in Utility charges. Mr. Aldridge agreed to contact a plumbing contractor, other than Dean's Plumbing, in order to evaluate any plumbing leaks and damage.

- Lighting Updates—Mr. Watson informed the Board that the globe lights will be addressed after the Clubhouse renovations are complete.
- Cameras—Mr. Watson has evidence of Mrs. Robin Briggs violation of the pool policy with the presence of her and her dog on camera.

Many individual Unit Problems were discussed by the Board. (please refer to meeting agenda)

- Handymen—President Coffey has solicited the service of two workers to be on call to handle community repairs. Mr. Aldridge will assess the number of doors in the community requiring paint. Doors must be removed from the hinges.
- Insurance—The SSCA policy with State Farm (\$1500/mth) will expire and not be renewed. Beginning in August the SSCA community coverage will be provided through Traveler's Insurance.

There is currently a Comcast proposal to provide property wide cable service as an inclusive part of the current standing HOA fees.

The next meeting is August 15, 2011 at 5:30 p.m.

There being no further business, the meeting was adjourned at 8:25 p.m.

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Edrice N. Johnson  
Secretary

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