

Stepping Stone Condominium Association
Board Meeting
March 24, 2011
5:30p.m.

The special meeting of the Stepping Stone Condominium Association (**SSCA**) Board of Directors was called to order by President Geof Gazaway at 5:37 p.m. on March 24, 2011. The meeting was held in the Association clubhouse.

Attendees present:

Geof Gazaway—President
Edrice N. Johnson—Secretary
Tim Brown—Treasurer
Cliff Watson—Board Member
Chris Randall—Board Member
Ona Elliott—Accountant
Barry DeBose—Former President

Special Agenda Business

President Gazaway opened the special meeting with the welcome and introduction of newly elected Board member, Mr. Chris Randall.

Reports

The report of the treasurer was dispensed with and deferred to Mrs. Ona Elliott.

Business

President Gazaway continued with a review of pending actions and unresolved issues.

- *Office Manager/Property Management Firm*—President Gazaway and Treasurer Brown presented to the board for consideration a spec from Mr. Brown's property management company the Favour Group/Remax. (Document retained for the minutes.)

ACTION ITEM:

Treasurer Brown will provide three additional bids to the board from other property management firms for consideration and comparison.

- Clubhouse Carpet Cleaning

Motion: Treasurer Brown moved to have the SSCA Clubhouse carpet cleaned for an amount not to exceed \$300 using the service provider of his choice, to be announced. The motion was seconded.

Vote: Unanimous

- *Security Update*—Mr. Watson provided the Board with information about long distance wireless security cameras that may be attached to and powered by

existing light poles and broadcasted to a central server or via the internet. The proposed package is to include six cameras (5000 (IR) DVR) with a span of 100-200 ft.

Motion: President Gazaway moved to purchase one all-weather high resolution wireless IR camera and desktop server at a cost of \$649.90, in order for Mr. Watson to test operability and effectiveness. The motion was seconded.

Vote: Unanimous

Mr. Randall proposed that the Board consider the effectiveness of men on ground patrol in addition to the security cameras.

Motion: President Gazaway moved to initiate a six month contract for security ground patrol with Vinson Guard Service Inc. of Decatur for an amount of \$7712.64, to begin the first week of April ending in September. The proposal is included in the minutes of the March 3, 2011 special meeting of the Board. The motion was seconded.

Vote: Unanimous

President Gazaway advised the Board that Unit 8L [REDACTED] will have a tax notice posted. The Unit is in jeopardy of sale at auction for non-payment of taxes and fees in the amount of \$561.81, (#104039). This information will be forwarded to Mrs. Elliott for further action.

- *Lighting*—Mr. Watson informed the Board that none of the solicited lighting companies chose to submit a formal bid. Mr. Watson offered his services for the larger portion of the lighting repair. The necessary starter ballast kits are \$22.95 each and the bulbs (24,000 hrs.) are \$32.00 each. The approximate cost to repair and convert the 16 globe lights is \$200 per light plus \$1600 for outsourced installation. The conversion of the other 21 pole lights will be an estimated \$100 per light (\$2100).

Motion: President Gazaway moved to approve and fund the proposed lighting repair as determined by Mr. Watson, with a minimum estimated amount of \$6900 to initiate purchases for said repairs, and not to exceed \$8000. The motion was seconded.

Vote: Unanimous

Mr. Watson informed the Board of its longstanding overpayment to Huntsville Utilities for a gas main that is not in use by the SSCA property. SSCA will no longer make monthly payments for gas. There was further discussion pertaining to whether or not SSCA is being charged domestic or corporate rates by HU for water.

Mrs. Elliott informed the Board that there is currently \$37,000 outstanding for collections. From February to March approximately \$9000 was collected from Unit owners in default. Unit 3J [REDACTED] is in arrears for more than \$10,000 in unpaid HOA fees. Mrs. Elliott advised the Board that the Owner should be asked to

either vacate the unit or begin paying rent to SSCA. Currently any Unit Owner three months in arrears for HOA fees will be reported to the attorney, Scott Rodgers. Secretary Johnson again requested from Mrs. Elliott the QuickBooks passwords for all Board members to access SSCA records, collections, and expenditures. Mrs. Elliott will send an electronic file to Mr. Watson detailing the percentage scale information used to determine HOA fees per Unit.

- *Budget*--Mrs. Elliott advised the Board to develop the SSCA 2011 Operating Budget. The Board used the 2010 Income and Expense report and the 2010 Operating Budget as guidelines.

Motion: President Gazaway moved to approve 2011 Operating Budget. The motion was seconded.

Vote: Unanimous

The next scheduled regular meeting is April 21, 2011 at 5:30 p.m.

There being no further business, the meeting was adjourned at 8:28 p.m.

Edrice N. Johnson
Secretary

Approved ___/___/_____