

Stepping Stone Condominium Association
Board Meeting
January 23, 2013
6:00p.m.

The regular meeting of the Stepping Stone Condominium Association (SSCA) Board of Directors was called to order by President Carol Coffey at 6:13 p.m. on January 23, 2013. The meeting was held in the Association clubhouse.

Carol Coffey—President
Evan Helmeid—Vice President
Cliff Watson—Treasurer
Edrice N. Johnson—Secretary
Tim Brown—Favour Group Representative

Motion: Mr. Evan Helmeid moved to approve Mrs. Judy Morgan (585-1568) as our new Board member. Motion approved: Vote Unanimous

President Coffey opened the floor for nominations for officers. All officers were approved unanimously as currently slated.

Approval of Minutes

The minutes from the previous meetings were approved.

Reports

Property Management Report:

Mr. Brown reported that 10 Unit owners have been reported to the attorney. Everyone has paid their HOA fee for the month of January. Mr. Brown and Mr. Watson are going to consolidate all accounting measures for easier and more concise reporting.

Water Valve Issues and Leak Detection: The Board proposed to appropriate \$400 to American Leak Detection. It was reported that the Complete Plumbing Company is a contributing factor for the Main Valve leak and shut-off issue caused by their over usage. The company used the SSCA main valve instead of using the shut off valve for the individual unit for which they were contracted.

The city (HSV Utility) has recommended that SSCA lock down (padlock) the main shut off valve, which is not intended for constant on/off shut off operation. SSCA will not accept responsibility for any damage incurred by Complete Plumbing for their access of the city main water line for the area.

Outdoor Carpeting: The Board received a bid from Mitchell's flooring for removal of the old material and the installation of new at \$1693.67 per building in groups of three (\$1400 is the estimate without the bullnose strip for wear prevention.)

Motion: Mr. Helmeid moved to approve the bid from Mitchell's flooring for \$1693.67 per building with silver stair bullnose. The motion was seconded. Vote unanimously approved.

New Business

A bid was presented for the sealing and striping of the parking lot.

- The estimate for striping and sealing is \$6819.00. That includes removing mud and debris, sealing and striping. There was also a quote to skim patch for \$1000. This proposal is good for 45 days and the balance would be due upon completion of the work. The company is Evans Striping and Sealing Co. This quote is without stencil work.

The Board discussed the desire to leave the spaces marked as "Reserved" without specific Unit notations, as a measure of safety.

Treasurer's Report:

Mr. Watson presented the Profit & Loss Budget vs. Actual Report for January through December 2012.

Mr. Helmeid moved to approve the new HOA fee schedule to be effective April 1, 2013. The motion was seconded. Vote: Unanimous

Mr. Brown presented information from a mortgage company requiring some documentation for a mortgage refinance for an individual Unit Owner.

We must file with IRS by the end of March.

There being no further business, the meeting was adjourned at 7:13 p.m.

Edrice N. Johnson
Secretary

Approved ___/___/____