

Stepping Stone Condominium Association
Board Meeting
January 12, 2011
5:30p.m.

The regular meeting of the Stepping Stone Condominium Association (SSCA) Board of Directors was called to order by President Carol Coffey at 5:35 p.m. on January 12, 2011. The meeting was held in the Association clubhouse.

Attendees present:

Carol Coffey—President
Edrice N. Johnson—Secretary
Tim Brown—Treasurer
Cliff Watson—Board Member
Evan Helmeid—Newly Elected Board Member
Tremayne Aldridge—Office Manager

Approval of Minutes

The approval of the minutes from the previous meetings was postponed.

Reports

The report of the treasurer was postponed.

New Business

- Introduction of the newly elected Board Members
- Officer Elections were held.
 - President –Carol Coffey, (vote unanimous)
 - Vice President—Evan Helmeid (vote unanimous)
 - Secretary—Edrice Johnson (one abstention)
 - Treasurer—Tim Brown (one abstention)
- Pet Registration—President Coffey requested that all pets on the property be formally registered with the office per SSCA Bylaw regulations.

Action Item: E. Johnson will create a memo for pet fecal removal policies and fines for violations.

Old Business/Pending Actions

- *Lighting:* Mr. Watson updated the Board on the current lighting status of the property. A light by building # 4 is rusted. There is another light that is rusted with an exposed wire above ground. An electrician will be called to

address the repair. Mr. Watson will need to cut down trees by some lights to improve their efficiency.

- *Cameras:* Two trees will need to be cut down for camera installation to improve camera line of sight by buildings 6 & 9. He will also be installing some new cameras and replacing some existing cameras.

Motion: President Coffey moved to cut down two trees for the camera installation. The motion was seconded.

Vote: Unanimous

- *Locks:* Within the next few weeks the front locks to the office will be installed by Mr. Watson.
- *Crepe Myrtles:* The trimming estimate is \$1100 from Mr. Brown's brother. Mr. Aldridge will seek other estimates & email the Board the information.
- *Unit Problems—*
 - Unit 6E-- Robin Briggs has been informed that she is responsible for the repairs to her unit and must consult her insurance agent and work it out the Unit Owner above.
 - Unit 5N—(Estimates received from Elliott and Bartlett—see agenda) There must be a work permit for the structural repairs.

*See the meeting agenda for further unit information updates.

- *FHA financing:* SSCA has lost FHA financing capability; Mr. Aldridge will research the ratio of owners to renters for the HUD requirement, reserve finances, & other concerns. Mr. Brown will present a detailed report on FHA status and requirements.
- There will be a hold on all work until further estimates can be obtained. The Board will revisit bids for lawn care. There was a brief Board evaluation of Segura Lawncare; issues and concerns included, not cleaning the clippings, scheduling, sophistication of cutters/workers, language barrier and other concerns. The Board will solicit other bids in the meantime.
- **Executive Session:** There was a Board discussion of the position and the evaluation of the current Office Manager along with the consideration of property management firms. (Please see Secretary Johnson for any specific sensitive information that has been maintained separately and not included in these minutes.)

- *Accountant Evaluation:* President Coffey stated that Mrs. Elliott's current duties need to be reduced, and should no longer include letter writing, lawyer consultations, and rental issues. Those duties should be narrowed to include only tax preparation, periodic auditing, and other necessary monthly and quarterly verifications.
- *Budget:* The budget will be discussed and developed the first or second week of February. The discussion will include property management considerations and redefined Board obligations and responsibilities. The desired date for *implementation is March.*
- *QuickBooks Pro and TurboTax:* Mr. Watson requested that the Board consider the purchase of these two programs for account assessments and Board access to detailed financial reporting and fee payments.

There being no further business, the meeting was adjourned at 7:15 p.m.

Edrice N. Johnson
Secretary

Approved ___/___/_____