

Stepping Stone Condominium Association
Board Meeting
October 4, 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 5:37 p.m. on October 4, 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
Chandra Lovelace-- Board Member
Ona Elliott—Accountant
Tremayne Aldridge—Office Manager

Approval of Minutes

The minutes of the August 16, 2011 regular meeting of the SSCA Board of Directors were approved with no corrections or amendments.

Vote: Motion passed

Reports

The report of the treasurer was omitted and deferred to the financial report of Mrs. Ona Elliott, accountant. The financial reports are maintained for the records. The line item break down was not available at the meeting time, but will be provided by Mrs. Elliott via email during the next week.

Business/Pending Actions

- Adams (3J)—made one payment against foreclosure and stopped. The owner's right to redemption ends March 2012.
- President Coffey requested that Mrs. Elliott provide the unit information cards with phone numbers and addresses of all Unit Owners to Mr. Aldridge for emergencies.
- Mr. Brown urged the Board to continue to pursue FHA approval. SSCA must show an unspecified reserve amount in order to qualify, along with other determining factors.

Action Item: Mr. Aldridge will visit the tax assessor's office website and print an official Unit Owner list. He will also go door-to-door to determine renters versus owners.

There are currently seven units up for sale.

- *Check Reader*—The check reader setup is placed on hold until appropriate security measures are established.
- *Credit Card*—An American Express Business Rewards credit card will be applied for and used for SSCA purchases rather than Board members personal credit cards.
- *Insurance Inquiries*—Hundley Batts and Associates, (256) 533-6200, is the new insurance carrier. A declarations page must be made available to all Unit Owners.
- *Annual Meeting*—The annual Homeowner's Meeting will be November 17, 2011. A social committee of volunteer ladies (Unit Owners and Residents) will provide refreshments for the annual Homeowners meeting and the Halloween Social/Open House planned for October 31.

Motion: President Coffey moved to allot a maximum amount of \$500 to the Social Committee for the purchase of refreshments for both the Halloween Social and the Annual Homeowners meeting.

Vote: Unanimous

- *Manhole Repair*—Mr. Aldridge the office manager will take pictures of the damage. Mr. Brown suggested purchasing a camera for SSCA use.

Action Item: President Coffey will purchase a camera for SSCA with a limit of \$200.

- *Landscaping*—The Board discussed some landscaping issues and concerns. The use of peat moss and mulch were addressed as alternatives along with the necessary bed preparation and the removal of certain trees.

Action Item: Ms. Lovelace and Mr. Brown will prepare a scope for the entrance landscaping needs.

- *Lighting*—Mr. Watson reported that almost all lighting repairs had been addressed with a few exceptions:
 1. Light near building #1 without power.
 2. Malfunctioning lights near buildings 4, 5 and 6.
 3. Light behind building #8.
 4. Four more lights to be order for an estimated cost of \$300.00
- *Cameras*—Mr Watson reported that when installation is complete the property will be equipped with a total of 16 cameras.

- *Electronic Locks & Keys*—The bathroom lock has been installed. The pool entrance and main entrance locks will be completed at a later date.

The Board briefly discussed the idea of clearing an area behind buildings 2 and 3 for a grilling pad and dog walk area.

- *Trim Painting*—Six buildings need the trim painted. The Board proposed \$10.50/hr plus supplies if the office manager would paint. He must provide an approximate amount of time for completion in order for the Board to estimate possible costs.
- *Door Painting*—Doors must be removed from the hinges to be sanded and painted. This may need to be postponed for warmer weather.

Motion: President Coffey moved to appropriate \$125 for an additional camera for the tennis court area.

Vote: Unanimous

- Office Manager:

The schedule for the Office manager Tremayne Aldridge is as follows:

M 9-1, T 4-6, W 9-1, TH 4-6, & F 12-6

(A total of 18hrs + two floating hours =20hrs per week.)

The Board discussed the possibility of Mr. Aldridge receiving a credit of an undetermined amount for the work done in the Adam's Unit () he desires to rent. The proposed lease may not exceed the Owner's March right of redemption date.

Mr. Aldridge will have access to all Unit information with the exception of financial documents and records, which are to be withheld until he is bonded. He must secure and treat all Unit Owner information as sensitive and confidential.

- Unit Problems:
 1. 7G (Mary)—Porch ceiling leak repair must be inspected before payment is made.
 2. Building 6—Steps repair complete and passed code inspection. The treated wood could not be stained.
 3. 4M Leak Repair (Tremayne)—complete.
 4. Alex—12' grill pad not approved.
 5. 8N—Mr. William P. Bernard—Window examination to be performed by Office Manager Aldridge.

Motion: Mr. Watson moved to have the SSCA Board pay for the repairs of the vandalism tire slashing incidents of targeted former and current Board members

(former President Geoff Gazaway, President Carol Coffey, and Tremayne Aldridge, office manager) with a cap of \$500.

Vote: Unanimous

The Annual Home Owners Meeting is November 17, 2011 at 6:30 p.m.

There being no further business, the meeting was adjourned at 7:59 p.m.

Edrice N. Johnson
Secretary

Approved ___/___/_____