

**Stepping Stone Condominium Association**  
**Board Meeting**  
**March 17, 2011**  
6:30p.m.

The regular meeting of the Stepping Stone Condominium Association (**SSCA**) Board of Directors was called to order by President Geof Gazaway at 6:35 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

President Gazaway opened the meeting with a side item report of a one year vacancy in Unit 8L with a posted tax lien.

**Approval of Minutes**

The minutes of the February 24, 2011 regular meeting and the March 3, 2011 special meeting of the SSCA Board of Directors were approved with no corrections or amendments.

**Reports**

The report of the treasurer was omitted by Mr. Tim Brown and deferred to Mrs. Ona Elliott, not present.

**Business**

President Gazaway continued with a report of tires left on the stairway of Unit 3L. He requested that a letter be mailed to the Unit Owner. Specific Unit Owner contact information not provided to the Secretary.

- Lighting Updates—Mr. Cliff Watson reported that three companies, Power Pro, S&S, and Veep had walked the grounds and reviewed the lighting spec. Two of the companies recommended lighting modifications, repairing and returning the existing lights and ballasts to accommodate high voltage sodium bulbs. There were no estimates ready at the time of the meeting.

**A special security and lighting meeting is planned for Thursday, March 24, 2011 at 5:30 p.m.**

Secretary Johnson requested information about the changing of Board signatories and clarification of the current signatories. The current signatories are Tim Brown, Geof Gazaway, and Ona Elliott (accountant).

President Gazaway again discussed the continued retention of Mrs. Elliott as the Association accountant at a rate of \$20 per hour.

Secretary Johnson requested that the Board consider an external, independent accountant and an external audit.

Mrs. Ona Elliott is to provide all Board members with a QuickBooks password for access to SSCA financial accounting records.

- *Lawn Care Concerns*—Treasurer Brown suggested that the Board continue to retain Salvador Segura for his lawn care services at \$300 per cut and \$24 for a once monthly grounds trash removal. This is three cuts per month, approximately every ten days from March through October.

**MOTION:** Mr. Watson moved to appropriate \$1000 dollars for three months to maintain lawn care. The motion was seconded.

**Vote: Unanimous**

**MOTION:** President Gazaway moved for an emergency expedition policy to allow any Board member, without calling for a vote, to approve the implementation of an emergency repair not to exceed an estimate of \$5000.

**Vote: Unanimous**

**ACTION ITEM:** President Gazaway will tow the abandoned Honda, which has been located in the lot by building nine (#9) for more than 18mths.

- *Step Repair Update*—Deferred until Vice-President Coffey is present.
- *Pet Waste Removal Signs*—There are currently enough funds to choose and purchase signs.
- *Landscaping*—Mr. Watson reported that Unit owners Mr. Kevin Chung (son) and Mr. Lee Chung (father) would like to be considered for the landscaping job.

Mr. Segura currently trims the hedges for a rate of \$350.

- *Pool Repair and Maintenance*—During the 2010 pool season, the previous Board contracted a gentleman to maintain the pool for \$35 per week, not to include supply costs.

Discussion: Secretary Johnson reported that the current status of the pool's surface integrity, pump, and filter system needs to be professionally evaluated. There was further discussion about the need for access to the Clubhouse bathrooms. Treasurer Brown suggested the construction of a doorway separating the bathrooms from the main Clubhouse area, providing both access to the bathrooms and security to the office area. Pool security and SSCA liability were also discussed.

**ACTION ITEM:** Secretary Johnson agreed to contact local pool companies for repair and maintenance estimates.

The next special meeting is March 24, 2011 to continue with the Lighting and Security proposals.

The next scheduled regular meeting is April 21, 2011 at 5:30 p.m.  
(Note the time change.)

There being no further business, the meeting was adjourned at 7:37 p.m.

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Edrice N. Johnson  
Secretary

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