

**Stepping Stone Condominium Association**  
**Board Meeting**  
**August 16, 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 5:39 p.m. on August 16, 2011. The meeting was held in the Association clubhouse.

**Attendees present:**

Carol Coffey—Vice President  
Edrice N. Johnson—Secretary  
Tim Brown—Treasurer  
Cliff Watson—Board Member  
Chandra Lovelace—Board Member  
Tremayne Aldridge—Office Manager  
Ona Elliott—Accountant  
Barry Dubose—former President

**Approval of Minutes**

The minutes of the July 18, 2011 regular meeting of the SSCA Board of Directors were approved with no corrections or amendments.

**Vote:** Unanimous

**Business**

- **Check Reader**—The check reader has been purchased and received but is not currently active. Codes must be purchased for its operation.

Former President Barry Dubose presented codes and keys to the office safe to President Coffey.

- **Mulch**—Ms. Lovelace suggested that the mulching not proceed because the beds have not been properly prepared. President Coffey suggested placing mulch in flat areas only. Ms. Lovelace informed the Board that the metal barriers are more expensive than the rubber ones, but much less trouble for maintenance and upkeep. Mr. Brown suggested having consultants assess the current landscape status.

**Action Item**—Mr. Aldridge will contact two or three nurseries for estimates and complete line item breakdowns for landscaping, tree & shrub removal, and replacement.

There was Board discussion about the suggested/specific amounts designated for Security, Lighting, and Landscaping from the Special Assessment. The exact amounts were not determined.

**Financial Review**—Mrs. Ona Elliott gave the Board a review of the Association's current financial status. (January 1-August 14, 2011 Income and Expense report retained for the records.)

- Unit 7D's owner has been reported dead by the attorney.
- Unit 3J, Owner Adams will continue to pay for those fees in arrears.

**Action Item**—President Coffey requested that Treasurer Brown and Accountant Elliott work together to produce monthly line item reports and cohesive statements that can be presented to the Board monthly. It must include an itemized listing of all expenditures and revenues of SSCA to include all accounts and monies, specifically the Special Assessment and Operational accounts.

**Motion:** President Coffey moved to authorize the spending of \$200 by any Board member for “general purposes” to purchase any necessary small items for SSCA business. The motion was seconded.

**Vote:** Unanimous

President Coffey requested from Accountant Elliott a Board credit card that can be used for the payment of the SSCA website, so that those charges can be removed from President Coffey’s personal card.

Treasurer Brown informed the Board that a check for \$5949.00 was written to Traveler’s Insurance (underwriters Hundley Batts & Associates) for the new coverage policy for the SSCA community property. There was a requirement of 25% down payment and a monthly rate of \$1900.

Mrs. Elliott reported that the attorney suggested that the insurance rider be made available in an electronic format for the Board members and on hardcopy for all Owners available via the office manager.

Unit 8J issues and request not approved (see meeting agenda)

- **Grilling**—The Board discussion consisted of pros and cons for the community at large. Mr. Watson suggested a community concrete grilling pad (8’x10’) with a heavy gauge steel drum grill for use by all, at a designated distance from any building. No decision was agreed upon.

The water bill was \$4700 last month (June-July) and rose again to about \$5700 this month (July-August). There are suspected water leaks that must be addressed.

**Motion:** President Coffey moved to have a thorough water leak investigation for the entire complex; by Mr. Ken Davis (suggested contractor) for an amount of \$150.00. The motion was seconded.

**Vote:** Unanimous

- **Speed Bumps**—All speed bumps have not been repaired, and the company email is full.
- **Cameras**—Mr. Watson reported that a set of four cameras will be posted in the parking lots of buildings 6-8.
- **Security**—Mr. Watson is in the process of installing all proximity locks.

**Motion:** Treasurer Brown moved to approve \$400 for an encrypted laptop to be purchased from Former President Gazaway. The motion was seconded.

Board discussion was held

**Vote:** The motion failed.

The check reader can not be used until a secure computer is available. The Board discussed using an external hard drive to save all information that will be stored in the office safe.

Mr. Aldridge reviewed the repair estimates for Unit 7G (\$2300) and Unit 4M (\$2400) with the Board. He will also get updates on the gutter reattachments.

**Motion:** Treasurer Brown moved to approve the repair of the pair of steps in building 6 at an amount of \$6000 in the color burgundy. The motion was seconded.

**Vote:** Unanimous

President Coffey asked the Board to review the Comcast letter and package offer.

The next meeting is September 20, 2011 at 5:30 p.m.

There being no further business, the meeting was adjourned at 7:21 p.m.

---

Edrice N. Johnson  
Secretary

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