

**Stepping Stone Condominium Association**  
**Board Meeting**  
**August 13, 2012**  
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 6:00 p.m. on August 13, 2012. The meeting was held in the Association clubhouse.

Carol Coffey—President  
Edrice N. Johnson—Secretary  
Cliff Watson—Treasurer  
Evan Helmeid--Board Member  
Tim Brown—Favour Group Rep.

**Approval of Minutes**

The minutes from the previous meeting May 2, 2012 were unanimously approved with one correction; the Special Assessment balance should read \$5,609.40.

**Reports**

Mr. Watson rendered the treasurer's report. He informed the Board the SA account and the reserve account were closed with the banking institution and combined into one account to save banking fees. The three accounts will be monitored separately through QuickBooks. Account details are maintained for the records.

**New Business**

**Property Mgt. Favour report/concerns:**

The meeting opened with a discussion of FHA's rejection of SSCA's reinstatement application.

The Board discussed the increase in our insurance premium. The contract must be revised before the Board will approve it. The Board discussed having a property appraisal in order to determine if the premium increase is warranted.

There have been three reported burglaries on the property during the last couple of months in Units 4L, 3B, 1C.

Mr. Brown requests that the Board purchase a shredder. President Coffey will research costs.

The Board discussed the purchase of a storage shed. The discussion will be tabled until the winter.

The Clubhouse Hall/Access door has been approved. The contractor is ready to begin work, with an estimated two day time-line.

The collections process postcards are issued between 11-15<sup>th</sup>. Five days after the postcards are mailed phone calls are issued, no later than the 20<sup>th</sup> of the month. The next month if there is no payment, the Unit owner is turned over to the attorney.

The information that was requested from Mrs. Elliott was not received with the exception of some tax information and banking information. There were no records of any of the

special agreements with Unit owners in arrears or payments of rents on foreclosed units previously controlled by the Board.

There are currently 11 Unit owners currently in arrears for an estimated \$60,000.

The Clubhouse is rented for the 17<sup>th</sup> of August.

Mr. Watson gave a lighting and camera update. All camera chords and lines will be placed in conduits.

Cut-off Valves: Complete Plumbing will be out on Wednesday to work on building 1. The property mgrs. have been charged to create an updated list of currently repaired valves with dates of repairs and those needing current repair.

The Board discussed rewarding Mr. Lee for his gardening and beautification efforts, and to provide him with gardens supplies and plants. Mr. Watson will communicate with Mr. Lee and his son.

Pet Pal Posting will be delayed until cooler weather.

There being no further business, the meeting was adjourned at 7:35 p.m.

---

Edrice N. Johnson  
Secretary

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