

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS**

Saturday, July 2, 2011
First Meeting of Fiscal Year 2011-2012

Meeting called to order by Leonard Simmons at 9:43 am at Unit 3104.

Board members present: Sue Marchal
Teva Ostarly
Stephanie Prunty
Leonard Simmons
Richard Tate
Pat Traina

Board members absent: Lynn Lamotte

Staff present: None

I. Election of Officers

- Leonard Simmons nominated Sue Marchal for the position of secretary. Richard Tate seconded the nomination. Sue was elected unanimously.
- Richard Tate nominated Stephanie Prunty for president and Teva Ostarly seconded the nomination. Stephanie declined the nomination. Pat Traina nominated Leonard Simmons. Teva Ostarly seconded. The vote was unanimous.
- Teva Ostarly nominated Stephanie Prunty for vice-president. Richard Tate seconded the nomination. The vote was taken and Stephanie was elected unanimously.
- Stephanie Prunty nominated Teva Ostarly for treasurer. Richard Tate seconded the nomination. Teva was elected unanimously.

II. Terms for New Officers

- Sue Marchal volunteered for the one year term.
- Lynn Lamotte, Teva Ostarly and Stephanie Prunty will serve the two year terms.

III. Establishment of 2011-2012 Standing Committees

- **Architectural/Landscape Permits Committee**-Review Owners' request to changes to Common and Limited Elements and make recommendations to the Board.

Chairman – Lynn Lamotte
Vice-Chairman – Sue Marchal

- **Community Relations and Social Committee**-Make recommendations to the Board in the area of promoting the community spirit of Audubon Trace. This includes, but is not limited to, getting feedback from Owners on ideas and suggestions for improvements at Audubon Trace and welcoming new homeowners; providing them with information on the rules and regulations of the Association and coordinate social events for the Owners.

Chairman – Sue Marchal
Vice-Chairman – Pat Traina

- **Finance/Budget**- Prepare and present annual operating budget and capital budget. Review expenditures and contracts and make recommendations to the Board.

Chairman – Teva Ostarly
Vice-Chairman – Stephanie Prunty

- Stephanie Prunty moved and Richard Tate seconded a motion to redefine the Long Term Planning Committee. It was approved by all.

Long Term Planning Committee- Discuss and propose to the Board any improvements to the Architecture, Landscape and Infrastructure within Audubon Trace with a recommendation on how to pay for the proposed improvements.

Chairman – Richard Tate
Vice-Chairman – Lynn Lamotte

Board Legal Liaison – Pat Traina

Board Governance Committee – Pat Traina (Chairman), Stephanie Prunty and Teva Ostarly: Review and make recommendations to the Board on any changes to Audubon Trace's Board policies and governing documents.

IV. Establishment of Fines for 2011-2012

- Rules violation - \$20
- Late Payment of Condo Fees - \$50
- Failure to request Certificate of Resale - \$50

Stephanie Prunty moved that the Board leave the fines the same as the prior year. Teva Ostarly seconded the motion. Motion passed by a vote of 6-0.

V. Scheduling of Regular Board Meetings

The Board will meet on the first Wednesday of each month. The next meeting will be August 3rd at 6:30 at Lenny Simmons' home.

VI. Executive Session

Richard Tate moved that the Board go to executive session. Teva Ostarly seconded and the motion was approved by all present. The Board went into executive session at 10:55 a.m.

Richard Tate moved that the Board exit executive session. Stephanie Prunty seconded the motion which was approved by all. The Board exited executive session at 11:05 a.m.

VII. New Business

- Richard Tate proposed that the Board manage the property manager through the president. The property manager will receive direction only from the president or vice-president, if the president is unavailable. The motion was seconded by Teva Ostarly and approved by all.
- The duties and responsibilities of the block captains will be defined and presented by Sue Marchal at the next meeting. The motion was proposed by Pat Traina and seconded by Richard Tate. It was approved by all present.
- Richard Tate moved that bank authorization forms be signed by the vice-president and treasurer. Stephanie Prunty seconded. The motion was approved 6-0.
- Due to the fact that Lenny Simmons will be out of town for the next two weeks and the new officers have not had time to sign the authorization forms, Pat Traina, the former vice-president, will have the authority to sign checks in the president's absence. The motion was presented by Richard Tate and seconded by Teva Ostarly. The vote was 6-0.

VIII. Adjournment

Stephanie Prunty moved that the meeting be adjourned. The motion was seconded by Teva Ostarly. The vote was 6-0. The meeting was adjourned at 11:20 a.m.

Submitted for publication on the 5th day of July, 2011.

Sue Marchal – Unit 1904
Secretary