

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

Monday, July 9, 2012
First Meeting of Fiscal Year 2012-2013

Board members present: Sara (Sawese) Bugbee
Linda Harang
Al Lafaye
Teva Ostarly
Stephanie Prunty
Lenny Simmons
Pat Traina

Staff present: No staff present

1. CALL TO ORDER

- Lenny Simmons called the meeting to order at 6:30 pm at Unit 2704

2. ELECTION OF OFFICERS

A. Secretary

- Stephanie Prunty moved, Lenny Simmons seconded to elect Linda Harang to serve as Secretary
- No other nominations were submitted to a vote
- Motion passed 7-0; Linda Harang is elected Secretary

B. President

- Al Lafaye moved, Teva Ostarly seconded to elect Stephanie Prunty to serve as President
- No other nominations were submitted to a vote
- Motion passed 7-0; Stephanie Prunty is elected President

C. Vice President

- Stephanie Prunty moved, Teva Ostarly seconded to elect Al Lafaye to serve as Vice President
- No other nominations were submitted to a vote

- Motion passed 7-0; Al Lafaye is elected Vice President

D. Treasurer

- Pat Traina moved, Sawese Bugbee seconded to elect Teva Ostarly to serve as Treasurer
- No other nominations were submitted to a vote
- Motion passed 7-0; Teva Ostarly is elected Treasurer

3. SETTING TERMS FOR BOARD MEMBERS

- Linda Harang volunteered to serve the 1-year term
- No other motions were offered
- Motion passed 7-0; Linda Harang will serve a 1-year term; newly elected Board members Lenny Simmons, Pat Traina, and Al Lafaye will each serve a 2-year term

4. ESTABLISH STANDING COMMITTEES

- Stephanie Prunty opened the floor for discussion regarding each of the 4 standing committees that served in 2011-2012
- following a discussion of all past committees the Board established the following standing committees for 2012-2013

A. Permits (Architecture/Landscape) –

- Lenny Simmons moved, Pat Traina seconded to establish the Permits committee, with the same task/charge as in 2011-2012, as follows:

Review owners' requests for changes to Common Elements and/or to Limited Common Elements, confer with Manager, and make recommendations to the Board.

- No other motions were offered
- Motion passed 7-0

B. Budget/Finance –

- Linda Harang moved, Al Lafaye seconded to dissolve the Budget/Finance committee, and change the budget process so that all owners will have an equal opportunity to participate in the process
- the Board will appoint a committee of the Board, of 2 or 3 Board members, to meet with the Manager and develop a proposed operating budget
- the proposed budget will be distributed to all owners; an open meeting will

be held to give all owners an opportunity to ask questions, comment, and/or offer suggestions

- the Board will meet and give preliminary approval to a budget, considering the committee's proposal and the owners' comments and/or suggestions
- the Board's preliminary budget will be distributed to all owners; an open meeting will be held to give all owners an opportunity to ask questions, comment, and/or offer suggestions
- the Board will meet and adopt a budget, which will be distributed to all owners
- No other motions were submitted to a vote
- Motion passed 5-2

C. Long Range Planning –

- Linda Harang moved, Teva Ostarly seconded to establish the Long Range Planning committee, but to change its name to **Finance/Long Range Planning**, and to change its task/goal to include and focus on financing of capital projects, as follows:

Discuss and propose to the Board a plan for long range capital and/or infrastructure improvements, such as street repairs and roof replacements, and the adequate funding of the Reserve Account, and how to finance these projects.

- No other motions were submitted to a vote
- Motion passed 7-0

D. Community Relations, Social –

- Linda Harang moved, Teva Ostarly seconded to establish the Community Relations, Social committee, with the same task/charge as in 2011-2012, as follows:

Discuss and propose to the Board ways and/or events to promote a community spirit at Audubon Trace, welcome new owners and residents, and encourage participation in Audubon Trace activities and owners' meetings.

- No other motions were submitted to a vote
- Motion passed 7-0

5. COMMITTEE CHAIRS, VICE CHAIRS

Permits –

- Linda Harang moved, Teva Ostarly seconded to appoint Sawese Bugbee Chair of the Permits committee
- Sawese Bugbee moved, Stephanie Prunty seconded to appoint Linda Harang Vice Chair of the Permits committee
- No other nominations were submitted to a vote
- Both motions passed 7-0
- Sawese Bugbee is Chair, Linda Harang is Vice Chair

Finance/Long Range Planning –

- Linda Harang moved, Stephanie Prunty seconded to appoint Al Lafaye Chair of the Finance/Long Range Planning committee
- Stephanie Prunty moved, Linda Harang seconded to appoint Teva Ostarly Vice Chair of the Finance/Long Range Planning committee
- No other nominations were submitted to a vote
- Both motions passed 7-0
- Al Lafaye is Chair, Teva Ostarly is Vice Chair

Community Relations, Social –

- Linda Harang moved, Teva Ostarly seconded to appoint Pat Traina Chair of the Community Relations, Social committee
- Stephanie Prunty moved, Linda Harang seconded to appoint Lenny Simmons Vice Chair of the Community Relations, Social committee
- No other nominations were submitted to a vote
- Both motions passed 7-0
- Pat Traina is Chair, Lenny Simmons is Vice Chair

6. LEGAL LIAISON

- Linda Harang moved, Sawese Bugbee seconded to appoint Pat Traina as the Board's legal liaison with the Board's attorneys
- No other nominations were submitted to a vote
- Motion passed 7-0; Pat Traina is the Board's legal liaison

7. FINANCIAL LIAISON

- Pat Traina moved, Al Lafaye seconded to appoint Teva Ostarly as the Board's financial liaison

- No other nominations were submitted to a vote
- Motion passed 7-0; Teva Ostarly is the Board's financial liaison

8. ESTABLISH FINES, PENALTIES

- the Board discussed the fines, late fees for condo dues, and late fees for the 2012-2013 special assessment
- Lenny Simmons presented a recommendation received from the Manager
- after discussion the Board adopted the following fines for 2012-2013:

Rules Violations –

- Linda Harang moved, Teva Ostarly seconded to set the basic Rules violation fine at \$25 (an increase from \$20)
- Motion passed 7-0

Late Condo Dues –

- Lenny Simmons moved, Sawese Bugbee seconded to set the Late Condo Dues fine at \$25 per occurrence (a decrease from \$50)
- Motion passed 7-0

Late Special Assessment Payment –

- Lenny Simmons moved, Teva Ostarly seconded to set the Late Special Assessment fine at \$25 per occurrence
- Motion passed 7-0

Failure to Request Certificate of Resale –

- Lenny Simmons moved, Sawese Bugbee seconded to set the Failure to Request Certificate of Resale fine at \$50 per occurrence (no change)
- Motion passed 7-0

9. SET REGULAR BOARD MEETINGS

- after discussion the Board agreed to set its regular monthly Board meetings to start at 6:30 pm, on the fourth (4th) Wednesday of each month, as follows (subject to change due to holidays or other events):
 - August 22, 2012
 - September 26, 2012
 - October 24, 2012
 - November 28, 2012

December 26, 2012
January 23, 2013
February 27, 2013
March 27, 2013
April 24, 2013
May 22, 2013
June 26, 2013

- Dates for Open Meetings will be discussed at a future Board meeting

10. NEW BUSINESS

- Board discussed proposal to eliminate “block captains”, and have Community Relations, Social committee discuss other more effective ways to welcome new owners/residents, and encourage participation in Audubon Trace events
- Lenny Simmons moved, Stephanie Prunty seconded to eliminate “block captains”, and charge the Community Relations, Social committee with the task of proposing more effective ways to welcome new owners/residents, and encourage participation in Audubon Trace events
- Motion passed 7-0


11. EXECUTIVE SESSION

- Lenny Simmons moved, Stephanie Prunty seconded to go into executive session to discuss legal issues
- Motion passed 7-0; Board started executive session at 7:45 pm
- Stephanie Prunty moved, Teva Ostarly seconded that the Board exit executive session
- Motion passed 7-0; Board exited executive session at 8:00 pm

12. ADJOURN –

- Stephanie Prunty moved, Teva Ostarly seconded that the meeting be adjourned
- Motion passed by a vote of 7-0; meeting adjourned at 8:00 pm
- next Board meeting is scheduled for Wednesday, August 22, 2012, at 6:30 pm, at Unit 2704

Submitted for publication on the 10th day of July, 2012.



Linda S. Harang, Board Secretary
Unit 602

July 10, 2012

Parish of Jefferson

State of Louisiana

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

A meeting of the Board of Directors of the Audubon Trace Condominium Association, Inc., was held on July 9, 2012, at the domicile of the Association in the Parish of Jefferson, State of Louisiana, after due notice, with the requisite quorum of Board members present and voting. At said duly noticed meeting, the following Resolution was unanimously adopted.

BE IT RESOLVED that the duly elected members of the Board of Directors of the Audubon Trace Condominium Association, Inc. (hereafter "the Association"), did approve by a vote of 7-0 that the following officers of the Board for the fiscal year 2012-2013, said fiscal year starting on July 1, 2013, and ending on June 30, 2013, shall be and are authorized to sign checks and execute financial documents for and on behalf of the Association:

Board President, Stephanie Prunty

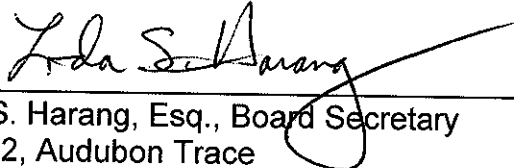
Board Vice President, Al Lafaye

Board Treasurer, Teva Ostarly

THEREFORE, the Board of Directors of the Audubon Trace Condominium Association, Inc., as confirmed by the signature affixed below, hereby authorizes the following actions:

1. That the Board President for the fiscal year 2012-2013, Stephanie Prunty, shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association;
2. That the Board Vice President for the fiscal year 2012-2013, Al Lafaye, shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association;
3. That the Board Treasurer for the fiscal year 2012-2013, Teva Ostarly, shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association;

Signed in Jefferson Parish, Louisiana, on this 10th day of July, 2012, as follows:



Linda S. Harang, Esq., Board Secretary
Unit 602, Audubon Trace