

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

Wednesday, September 26, 2012
Fifth Meeting of Fiscal Year 2012-2013

Board members present: Sara (Sawese) Bugbee
Linda Harang
Al Lafaye
Teva Ostarly
Stephanie Prunty
Lenny Simmons
Absent: Pat Traina
Staff present: Tim Munch, Jeff Adams

1. CALL TO ORDER

- Stephanie Prunty called the meeting to order at 6:40 pm at Unit 2701 (a.k.a. Building 18)

2. HURRICANE REPORT – Tim Munch

A. Status of Repairs –

- all roof repairs should be complete (weather permitting) by the end of this week
- roof repairs included replacing damaged wood, felt, shingles; roof vents; vent jacks
- cost and extent of roof repairs was held in check by not using “blue tarps” to cover roofs immediately after the storm; once a tarp is nailed to the roof the entire roof has to be replaced instead of just replacing/repairing the damaged section; decision not to use “blue tarps” saved the Association thousands of dollars in repair costs
- all skylights need repair/replacement; 3 have been done; 12 need to be done
- all damaged trees have been removed, stumps have been ground; stump grinding is not yet complete to Manager’s approval
- some trees still need to be straightened and staked; Crescent City Cutters has been tasked with completing this work; all should be completed in the next few weeks
- gutter repairs have not yet been made

B. Fence Damage –

- due to large number of damaged perimeter fence sections, Manager solicited bids from outside contractors to perform all fence repairs

- to date, only 1 bid has been received
- 21 sections have to be replaced; involves removing posts and concrete base (using bobcat equipment), re-setting concrete and posts, prime and paint fence, re-install fence
- more bids will be solicited
- once Manager has solicited/received more bids, issue will be reviewed by Long Range Planning Committee – question is do we have our own staff do the work, which may take as long as 6 months (as more damaged sections are identified), or hire an outside contractor to do the work so our staff can return to routine maintenance on buildings
- after Katrina and Gustav, having our own staff perform almost all storm-related repairs resulted in our 5-year maintenance program (every building is refurbished and painted once every 5 years) becoming a 6-year program (after Katrina) and then a 7-year program (after Gustav); if our staff does the Isaac-related fence repairs we will essentially have an 8-year program
- Long Range Planning Committee will review this matter and report back to the Board
- until a decision on the fencing repairs is made, the staff will return to routine building work once the final storm repairs are made, likely in a few weeks

C. Cost –

- Manager reports that to date \$120,000 has been spent on storm-related repairs
- some roof invoices have not yet been paid
- money from Reserve account is being used to pay for storm damage (see Treasurer’s report, below)
- the Board has not discussed how to finally pay for the storm damage; no decision will be made until all storm repairs are complete and the Manager has a final tally of the total cost

D. Insurance Claim –

- Manager filed a claim with Eustis (agent for wind coverage)
- adjuster has been to the property; report has not been produced
- Manager reports several instances of owners and their own insurance agents/adjusters being confused and/or not understanding that, in accord with the Association’s controlling governance documents, the Association is ***not liable or responsible*** for the cost of any interior repairs resulting from the storm
- all interior repairs are the ***sole financial responsibility*** of the Unit owner
- Unit owners and their agents/adjusters are directed to read the Restatement of the Declaration, posted on the Association’s web site
- the specific sections of the Restatement pertaining to the owner’s responsibility for his/her interior damage are:

1 (E) “Definitions – Common Elements”;

- 1 (P) “Definitions – Unit”;
- 10 (H) “Insurance”;
- 11(G) “Reconstruction or Repair of Casualty Damage”;
- 12 “Maintenance, Repairs and Replacements”; and
- 14 “Decorating”, see especially paragraph 2, which states in part, that the “boundaries [of the Unit] . . . are the finished, undecorated interior surfaces of the perimeter walls, floors, and ceilings . . .”

2. COMMITTEE REPORTS

A. Long Range Planning/Finance – Al Lafaye

- committee has not yet met
- now, with issues related to Isaac, committee will meet in a month, once Manager has compiled all necessary data

B. Treasurer – Teva Ostarly

- a CD was due for renewal; due to Isaac \$150,000 was held out and put into the savings account, to use to pay for Isaac damage
- \$210,000 was reinvested in a 6-month CD
- impossibility of having long term investments was illustrated by Isaac; the Association must be able to quickly access our Reserve funds when an emergency causes us to have sudden repairs
- this is why we have a Reserve account, and why it must be adequately funded on an annual basis
- current financial reports were produced, including current P&L report

C. Permits – Sawese Bubgee

- Committee has not met; no permits pending

D. Community Relations – Lenny Simmons

- due to complaints over the Board’s decision to fund up to \$1,500 for a Christmas party, Christmas decorations, and other socials, Lenny Simmons moved, Al Lafaye seconded to de-fund the Community Relations Committee for the remainder of the fiscal year
- after Board discussion, the “bah humbug” motion passed by a vote of 6-0

E. Legal – Linda Harang (for Pat Traina)

- as reported from Board attorney Gene Rhee:

- Unit 2002 – judgment debtor rule has been re-set for Oct. 31
- Unit 3914 – curator ad hoc has been appointed; foreclosure is expected to proceed
- Unit 1104 – as per agreement negotiated between owner and Board attorney, owner has re-paid Association \$10,000, and is re-paying entire outstanding obligation monthly, with the entire obligation due to be re-paid not later than June 15, 2013

F. Governance – Lenny Simmons

- group has not met
- at the suggestion of the Auditor, the group will draft a policy for employee/owner reimbursement for common element repairs

G. Isaac Ad Hoc Committee –

- the committee has been formed; first meeting is Oct 2 at Manager’s Office
- at first meeting, committee will elect a chair person to lead the discussions
- President asks the committee to try to finish their work, and present a report to the Board within 60 days

3. NEW BUSINESS –

- none

4. OLD BUSINESS –

A. Audit report for 2011-2012 –

- Board discussed questions pertaining to draft audit report
- Lenny Simmons moved, Teva Ostarly seconded to accept the audit report, as revised
- Motion passed 6-0

B. Special Assessment –

- Manager reported that of the total \$247,000, collections to date total \$111,729.23; only 3 owners are currently delinquent in their payments

C. New Signs for Buildings –

- Board discussed latest prototype produced by Assistant Manager Jeff Adams
- final height as installed has not been decided
- Teva Ostarly moved, Lenny Simmons seconded to approve the latest prototype

- Motion passed 6-0

D. Pest Control –

- Manager reported on several problems with new contractor – reports of rude serviceman; contractor use of “granules” inside Units instead of spray or jell
- Manager will try to resolve the problems with the contractor

5. ADJOURN –

- Lenny Simmons moved, Teva Ostarly seconded that the meeting be adjourned
- Motion passed 6-0; meeting adjourned at 7:45 pm
- next meeting is scheduled for Wednesday, October 3, 2012, at 7 pm, at Jefferson Playground, Golden Age Center – Open Meeting for all owners; primary purpose is to report on status of Isaac repairs
- next Board meeting is October 24, 2012, at 6:30 pm, at Unit 302

Submitted for publication on the _____ day of _____, 2012.

Linda S. Harang, Board Secretary
Unit 602