

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

Wednesday, October 24, 2012  
Seventh 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: Tim Munch, Jeff Adams

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**1. CALL TO ORDER**

- Stephanie Prunty called the meeting to order at 6:43 pm at Unit 302

**2. MANAGER'S REPORT – Tim Munch**

**A. Isaac Repairs Status –**

- only items still to be repaired are perimeter fencing, 9 skylights, 2 bay windows
- AT staff has resumed routine maintenance on buildings; now painting Bldg 4; Bldg 21 next
- biggest remaining cost item is fencing; still only have 1 bid, and it does not include removal of 21 known damaged posts, and perhaps 10 more
- contractors all have a problem bidding on removing the posts, because of the concrete work
- to save time and cost, AT staff is priming and painting fence sections, and milling the replacement posts (on rain days when other outside work cannot be done)
- Manager has a separate bid for removal of all damaged posts, based on a daily fee of \$825; work could take 2-3 days
- both gazebos were damaged in Isaac; work now underway to replace all wood support pillars and wood railing with iron; once installation is complete all iron work will be painted same color as previous pillars and railings; total cost for iron work at both gazebos is @ \$18,080
- Manager will try to get at least one more bid for the fencing work; goal is to at least have bid and final cost by the end of December 2012
- total spent to date on Isaac repairs = \$166,590.93

**B. Special Assessment, Dues –**

- total collected to date = \$120,589.75
- only 4 owners are delinquent on Special Assessment payments – Units 1104, 2002, 3914, and 3924
- same 4 owners are delinquent on dues
- total delinquent amount owed by these 4 owners = \$16,888.48
- litigation is already filed against owners of Units 1104, 2002, and 3914; Unit 3924 just reached 6-months delinquent, so suit will be filed

**2. COMMITTEE REPORTS**

**A. Long Range Planning – Al Lafaye**

- committee had its first meeting on October 17
- group discussed status of Isaac repairs, needed street repairs, planning for roof replacement, and building up the Reserve account
- roof replacement (absent storm-related damage occurring sooner) should begin in FY 2020-2021
- group discussed advantages of paying for street repairs from Reserve account, instead of the Operating Budget
- group discussed need to build Reserve account to @ \$1 million – to have adequate reserves for major storm; to have adequate funds to make needed street repairs; to have adequate funds to timely begin roof replacement
- group discussed advantage of having trees damaged and removed (due to Isaac) paid for as a part of Isaac repairs
- group discussed need for a special assessment to replace Reserve funds now being used to make Isaac repairs
- group discussed advantages of owners being able to make a claim under their HO-6 policies’ “loss assessment coverage” for an Isaac special assessment
- next meeting scheduled for Dec. 5<sup>th</sup>

**B. Treasurer – Teva Ostarly**

- currently have \$360,000 invested (includes cash investment)
- currently have \$141,700 in Operating account (includes funds from Reserves being used for Isaac repairs)
- audit report is finished; as soon as the completed report is received it will be posted on the AT web site

**C. Permits – Sawese Bubgee**

- No permits pending

**D. Community Relations – Pat Traina**

- committee has not met since first meeting
- Board re-affirmed position that due to owner complaints the Association will not pay for or sponsor any holiday parties or festivities
- Board discussed value of past “welcome group”; directed the committee to discuss how to re-implement this activity, but has to be done on a volunteer basis, and/or with donations or contributions
- committee is encouraged to find creative ways of encouraging participation in community activities, but without use of AT funds

**E. Legal – Pat Traina)**

- Lenny Simmons moved, Teva Ostarly seconded that the Board go into “executive session” to discuss matters in litigation
- motion passed by a vote of 7-0; Board went into “executive session” at 7:46 pm
- Lenny Simmons moved, Teva Ostarly seconded that the Board exit “executive session”
- motion passed by a vote of 7-0; Board exited “executive session” at 7:55 pm

**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 –**

- committee has met twice; Gary Vincent is chair
- committee has completed its review; report submitted to the Board (full copy of report will be posted on the web site)
- group discussed use of generators – agreed that the Board must adopt a policy for whether generators will be permitted, and, if so, what types, under what circumstances, and with what limits on their use (placement, time of day, storage of fuel)
- Sawese Bugbee suggested that the Manager ask the area Fire Marshall to inspect the property and offer his recommendations on generator use
- Linda Harang reported on a new type of electric generator that can be charged prior to a storm, and re-charged using a portable solar cell; information will be given to the Manager for his review
- group investigated whether Entergy can transfer the AT property to another electrical grid – can’t be done
- group discussed ways to improve communications – several recommendations

include use of AT's emergency service "Appletree" to have an 800 number; information can be posted on the 800 number (a recorded message) and can be accessed anywhere by phone; there is a charge for calls above a minimum limit, and a monthly charge of \$15 to keep the number active

- group recommended creating an "emergency page" for the AT web site
- group recommended increased use of Facebook and Twitter to keep owners advised of status
- to enable the Manager and Asst. Manager to communicate with owners, the AT web site, Facebook, Twitter, and all owners through email addresses (on file with the Manager), group recommended upgrading current iPhone 3 to iPhone 5, and to get an iPad for the Manager and Asst. Manager; cost to upgrade both phones @ \$200 each phone; cost for iPads @ \$799 each
- Linda Harang suggested that a third iPad should be purchased and given to the Board President or other designated Board member, so that the Board can communicate directly with the owners
- all of the iPads would be kept at the office, so that the Manager can update the data, particularly the address book information for contact with owners
- total cost for the 800 number, upgrades to the 2 phones, and purchase of 3 iPads would be @ \$3,500
- Lenny Simmons moved, Linda Harang seconded that the Board approve the purchases and expenses as outlined above
- motion passed by a vote of 7-0

### **3. OLD BUSINESS – Signs for Buildings**

- Assistant Manager Jeff Adams has started making new signs for buildings
- first sign is at Building 18
- goal is to have all building signs replaced during this fiscal year

### **4. ADJOURN –**

- Lenny Simmons moved, Teva Ostarly seconded that the meeting be adjourned
- Motion passed 7-0; meeting adjourned at 8:40 pm
- next meeting is scheduled for Wednesday, November 28, 2012, at 6:30 pm, at Unit 2704

Submitted for publication on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Linda S. Harang, Board Secretary  
Unit 602