

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

Wednesday, May 29, 2013
Seventeenth Meeting of Fiscal Year 2012-2013

Board Members: All present [Stephanie Prunty late due to street flooding in Elmwood]
Staff present: Tim Munch, Jeff Adams

1. CALL TO ORDER

- Vice President Al Lafaye called the meeting to order at 7:30 pm, at Unit 302

2. MANAGER REPORT – Tim Munch

A. Regular Building Maintenance –

- building 6 carpentry work finished; painting @ 50% complete; buildings 38 and 39 are next
- pool fence repairs almost finished; side gate at South Pool has been removed and replaced with a section of fence
- all electrical components moved from site of South Pool deck; sand fill has been placed on the site; no present plans for any work on the site
- key pad for South gate had to be replaced; cost \$1,200 (1 year warranty)
- first trimming of shrubbery not finished, due to weather delays
- more building signs are in production
- plaster in pools needs to be acid washed/scrubbed; will have to hire a contractor for this work; one pool done at a time; will mean closing each pool for @ 2 weeks
- just received notice from liability insurance company – broken areas of street in area of buildings 5, 6, 7, and 8 must be repaired before June 28 or policy will be cancelled; EMSCO (paving contractor) coming out this week to give bid and schedule for work
- Board discussed need to replace other signs (“camera monitoring” etc) due to age; Manager is considering different type signs

2. COMMITTEE REPORTS –

A. Permits – Sawese Bugbee

- no requests are pending

B. Community Relations – Pat Traina

- committee still in “hibernation”, nothing planned

C. Finance – Teva Ostarly

- net income to date @ \$199,000
- cash in savings \$199,960.00
- money in reserves \$480,937.10
- petty cash \$914.37
- operating account \$67,701.11
- once new fiscal year begins Board will decide on where/how to invest reserve money

D. Legal – Pat Traina

- Lenny Simmons moved, Teva Ostarly seconded that the Board go into “executive session”; motion passed 7-0; Board went into “executive session” at 8:05 pm
- Lenny Simmons moved, Al Lafaye seconded that the Board exit “executive session”; motion passed 7-0; Board exited “executive session” at 8:20 pm
- Linda Harang moved, Teva Ostarly seconded that the Board discharge legal counsel (McCranie Anzelmo firm), and seek new legal counsel; motion passed 7-0

E. Board Election – Tim Munch

- Manager announced that he timely received 6 applications for the 4 open positions – Catherine Bayhi, Jeff Delaune, Jim Defourneaux, Linda Harang, Teva Ostarly, and Stephanie Prunty
- in order to give other owners an opportunity to serve on the Board, and save \$4,000 in election costs, Stephanie Prunty and Linda Harang withdrew their applications; therefore there will be no election
- newly elected Board members are:
 - Catherine Bayhi Unit 2303
 - Jeff Delaune Unit 3423
 - Jim Defourneaux Unit 801
 - Teva Ostarly Unit 2701
- June 26 – Annual Meeting, introduction of new Board; Golden Age Center

F. Budget Committee – Stephanie Prunty

1. Operating Budget –

- Board discusses questions raised at Open Meeting – pest control, phones, answering service, landscaping, health insurance for employees, giving actual expenditures-to-date with annual budget proposal, and any other line items
- Board decided to solicit new contractor for pest control, cost likely to be @ \$5,500 (based on previous bids); proposed budget allows \$2,880; Board decided to move \$2,620 from “emergency funds” to pest control, for a line item of \$5,500; leaving \$7,380 in “emergency funds” line item; overall total for operating funds not changed from proposed budget
- Board decided that answering service is necessary given 237 units, and the number of residents/tenants; no service would lead to unnecessary phone calls to Manager on weekends and holidays with no screening of calls (prior problem leading to changing of cell phone numbers discussed)
- until budget format was changed last year it was not possible to give an accurate expense-to-date report with the proposed budget; due to changes and updating in budget format, this can and will be done beginning with the proposed budget for 2014-2015
- Board compared cost of health insurance to employees with added payroll cost (payroll taxes and matching payroll expenses) of increased salaries; also considered value to owners of having loyal, trustworthy employees; Board decided to continue paying 100% of employees’ health insurance in lieu of salary or other benefits
- Board considered landscaping contract; Manager reported on cost of other contractors who would provide same service and present contractor is most cost effective; Board decided to continue with the same contractor
- Lenny Simmons moved, Sawese Bugbee seconded that the proposed budget be amended to change the line item for pest control from \$2,880 to \$5,500; and change the line item for “emergency funds” from \$10,000 to \$7,380
- motion passed 7-0
- Lenny Simmons moved, Al Lafaye seconded that the proposed operating budget as amended be adopted for fiscal year 2013-2014, beginning on July 1, 2013; motion passed 7-0

2. Reserve Budget –

- Board discussed components of reserve budget as proposed
- Al Lafaye moved, Linda Harang seconded that the proposed reserve budget be adopted for fiscal year 2013-2014, beginning on July 1, 2013; motion passed 7-0

3. NEW BUSINESS –

A. Traffic hazard –

- Board discussed ongoing traffic hazard created by owner of Unit 3612 parking a car on the street across from North Pool and leaving it there for extended periods of time; Manager confirmed that multiple warnings have been given to the owner
- Lenny Simmons moved, Pat Traina seconded that the owner of Unit 3612 be fined \$50 for the recent violation; motion passed 7-0

B. Flood Insurance Agent –

- Manager reported that ATCA's new agent, Eagan is prepared to take over servicing all of the Association's 40 flood insurance policies (1 policy per building, renewal dates vary during the year); price is set by NFIP (National Flood Insurance Program), not by the insurance company that services the policy
- Board discussed recent problems with State Farm agent who is presently servicing the Association's policies, and advantages of having the liability agent also service the flood policies
- Teva Ostarly moved, Pat Traina seconded that the Board notify State Farm agent Tony Bordlee and Eagan agent that effective June 1, 2013, all of the Association's flood insurance policies will be serviced by Eagan; motion passed 7-0

C. Monthly Dues –

- Manager will issue new dues schedule, showing only the total amount due per month for each unit
- dues will be paid with one check (operating dues and reserve dues combined in one check)

4. ADJOURN –

- Teva Ostarly moved, Sawese Bugbee seconded that the meeting be adjourned
- motion passed 7-0; meeting adjourned at 9:41 pm
- Annual Meeting scheduled for Wednesday, June 26, 2013, at the Golden Age Center
- no more regular Board meetings scheduled for this fiscal year

Submitted for publication on the 30th day of May, 2013.

/s/ Linda S. Harang

Linda S. Harang, Board Secretary
Unit 602