

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

Wednesday, July 10, 2013
First Meeting of Fiscal Year 2013-2014

Board members present: Catherine Bayhi
Jimmy Defourneaux
Jeff Delaune
Al Lafaye
Teva Ostarly
Lenny Simmons
Pat Traina

Staff present: Tim Munch
Jeff Adams

1. CALL TO ORDER

- Al Lafaye called the meeting to order at 6:35 pm at Unit 302

2. ELECTION OF OFFICERS

A. Secretary

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

B. President

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

C. Vice President

- Pat Traina moved, Lenny Simmons 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, Al Lafaye seconded to elect Catherine Bayhi as Treasurer
- No other nominations were submitted to vote
- Motion passed 7-0; Catherine Bayhi is elected Treasurer

3. SETTING TERMS FOR BOARD MEMBERS

- Catherine Bayhi volunteered to serve the 1-year term ending June 30, 2014
- No other motions were offered
- Motion passed 7-0: Catherine Bayhi will serve the one year term: newly elected Board members Jimmy Defourneaux, Jeff Delaune and Teva Ostarly will serve a 2- year Term ending June 30, 2015

4. ESTABLISH 2013-2014 STANDING COMMITTEES

- Teva Ostarly opened the floor for discussion regarding each of the 3 standing committees that were operational in 2012-2013
- Following a discussion of all past committees the Board established the standing committees for 2013-2014:

A. Permits (Architectural/Landscape)-

- Al Lafaye moved and Pat Traina seconded to establish the Permits committee, with the same task/charge in 2012-2013 as follows:

Review owners' request 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. Community Relations, Social

- Pat Traina moved and Jimmy Defourneaux seconded to establish the Community Relations, Social committee, with the same task/charge as in 2012-2013, 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 for a vote
- Motion passed 7-0

C. Finance/Long Range Planning-

- Al Lafaye moved and Pat Traina seconded to dissolve the Finance/Long Range Planning committee since the goal of the committee had been accomplished with the establishment of an adequate reserve as part of the annual condo dues.
- No other motions were submitted to a vote
- Motion passed 7-0

D. Budget/Finance-

- Lenny Simmons suggested that the Board discuss whether the budget process used in 2012-2013 was effective with the establishment of a Board budget subcommittee and an open Board meeting to get input from owners prior to the adoption of the budget. There was consensus that the process worked well and Teva Ostarly plans to use the same process for 2013-2014
- No motion was made to reestablish the Budget/Finance committee

5. APPOINTMENT OF COMMITTEE CHAIRS AND VICE CHAIRS

- Teva Ostarly asked the Board members who would be interested in serving as chair and vice chair of the standing committees.
- After Board discussion, Teva Ostarly made the following appointments:

Permits (Architectural/Landscape)- Chair: Al Lafaye; Vice Chair: Pat Traina
Community Relations, Social- Chair: Jimmy Defourneaux; Vice Chair: Jeff Delaune

- Homeowners will be invited to join the Standing Committee with a maximum of 8 owners per committee
- Board policy limits the number of Board members to a Standing Committee to only 2 per committee

6. APPOINTMENT OF BOARD'S LEGAL LIAISON

- Lenny Simmons moved and Al Lafaye 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. APPOINTMENT OF BOARD'S FINANCIAL LIAISON

- Lenny Simmons moved and Al Lafaye seconded to appointment Catherine Bayhi as the Board's financial liaison
- No other nominations were submitted to a vote
- Motion passed 7-0; Catherine Bayhi is the Board's financial liaison

8. ESTABLISHMENTS FOR FINES FOR 2013-2014

- The Board discussed the fines and late fees for 2013-2014 and the following are established:

Rules Violations-

- Lenny Simmons moved and Al Lafaye seconded to set the basic Rules violations fine at \$25 per occurrence (same as last year)
- Motion passed 7-0

Late Condo Dues-

- Pat Traina moved and Lenny Simmons seconded to set the Late Condo Dues fine at \$25 per occurrence (same as last year)
- Motion passed 7-0

Other Fines

- The Board eliminated a fine for Late Special Assessment Payment since there is no longer a special assessment in place
- The Board also eliminated the fine for Failure to Request a Certificate of Resale

9. SCHEDULE OF 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 a change due to holidays and other events):

August 28, 2013	February 26, 2014
September 25, 2013	March 26, 2014
October 23, 2013	April 23, 2014
November , 2013 TBD	May 28, 2014
December , 2013 TBD	June 25, 2014
January 22, 2014	

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

10. EXECUTIVE SESSION

- Lenny Simmons moved, Pat Traina seconded to go into executive session to discuss legal issues
- Motion Passed 7-0; Board started executive session at 7:45 pm
- Pat Traina moved, Lenny Simmons seconded that the Board exit executive session
- Motion passed 7-0; Board exited executive session at 8:15 pm

11. NEW BUSINESS

A. Legal Representation

- The Board discussed the legal representation for Audubon Trace
- Pat Traina moved, Lenny Simmons seconded that the Board retain the firm of McCranie, Sistrunk, Anzelmo, Hardy, McDaniel & Welch LLC as the legal representative of the Audubon Trace Condominium Association, Inc.
- Motion passed 7-0

B. Revised Bylaws

Tim Munch explained to the Board that the FHA is requiring that a non-annotated (clean) copy of the current Association Bylaws be filed and recorded in the Office of the Registrar of Mortgages and Conveyances in the Parish of Jefferson and submitted to them as part of the recertification process

- Lenny Simmons moved, Al Lafaye seconded that the Board authorize the Board President to execute an Affidavit by which a non-annotated copy of the current Bylaws are filed and recorded in the Office of the Registrar of Mortgages and Conveyances for the Parish of Jefferson
- Motion passed 7-0

C. Check Signing Authorization and Execution of Financial Documents

- Lenny Simmons moved, Pat Traina seconded that the Board adopt the following resolution (see attached resolution which is part of the minutes) that authorizes the Board President (Teva Ostarly), the Board Vice President (Al Lafaye) and the Board Treasurer (Catherine Bayhi) to sign checks and execute financial documentations for and on behalf of the Audubon Trace Condominium, Inc.
- Motion passed 7-0

D. Code of Conduct Policy/Conflict of Interest Policy

- Each Board member was given a copy of the Code of Conduct Policy
- Each Board member was also given a copy of the Conflict of Interest policy and was asked to complete the form and send it to Tim Munch as soon as possible
- All staff members and all members of committees are also required to complete the Conflict of Interest form

E. New Board Member Orientation

- Teva Ostarly asked Tim Munch to set up an orientation program for all new Board members prior to the August Board meeting.

12. ADJOURNMENT

- Lenny Simmons moved, Catherine Bayhi seconded that the meeting be adjourned
- Motion passed by a vote of 7-0; meeting adjourned at 8:45pm
- Next Board meeting is scheduled for Wednesday, August 28, 2013 at 6:30 pm at Unit 2701

Submitted for publication on the _____ day of _____ 2013

Leonard D. Simmons, Jr., Board Secretary
Unit 3104