

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**

**MINUTES OF THE BOARD OF DIRECTORS**

**July 1, 2019 First Meeting if the Fiscal Year 2019-2020**

**Board Members present:**

Sawese Bugbee, Barbara Dunbar, Al Lafaye, Teva Ostarly, Marcy Planer, Pat Traina, (member absent- Stephanie Prunty )

**Management Present:** Tim Munch and Jeff Adams

**Call to Order:** Al Lafaye called the meeting to order at 6:30 PM

**Election of Officers:**

**President:** Teva Ostarly moved, Al Lafaye seconded to elect **Marcy Planer** as president. No other nominations were submitted. The motion passed unanimously.

**Vice President:** Sawese Bugbee moved, Teva Ostarly seconded to elect **Al Lafaye** as vice-president. No other nominations were submitted. The motion passed unanimously.

**Treasurer:** Pat Traina moved, Al Lafaye seconded to elect **Teva Ostarly** as treasurer. No other nominations were submitted. The motion passed unanimously.

**Secretary:** Al Lafaye moved, Sawese Bugbee seconded to elect **Barbara Dunbar** as secretary. No other nominations were submitted. The motion passed unanimously.

**Legal Liaison:** **Pat Traina** agreed to continue to serve as legal liaison.

### **Terms of Office: (one and two year terms)**

Barbara Dunbar volunteered to serve one term. Other members serving a one year term are Sawese Bugbee, Teva Ostarly, and Marcy Planer. Board members serving two year terms are Al Lafaye Stephanie Prunty, and Pat Traina.

### **Establishment of Standing Committees:**

**Social/Welcome Committee:** Pat Traina (chair) & Barbara Dunbar

**Permits/Landscape Committee:** Sawese Bugbee (chair) & Al Lafaye

**Communication Committee:** Barbara Dunbar (chair) & Marcy Planer

Social/welcome committee- plan activities for owners to come together to socialize and share interests and ideas.

Permits/landscape- review requests for change to the common elements and make recommendations to the board.

Communication- facilitate and improve communication between owners, board and management.

Each committee will consist of a maximum of 8 participants. Owners that are interested in joining a committee should contact the office at 831-4436.

### **New Business:**

### **Setting of Board Meetings: (the 4<sup>th</sup> Wednesday of each month)**

It was discussed and unanimously approved to hold board meetings on the 4<sup>th</sup> Wednesday of each month at 6:30 PM. Meeting dates are subject to change due to holidays or other events.

It was also discussed and unanimously approved to hold one open board meeting each fiscal year, Time and date will be determined, and owners will be notified regarding time, date, and location at least one week prior to the open meeting..

### **New Business Continued.....**

The board discussed and unanimously approved to continue to hold informal gazebo meeting on a quarterly basis with a minimum of two board members available to answer questions and address concerns. Owners will be notified regarding date and time at least one week prior to each gazebo meeting.

The board discussed a records request for a review of credit card statements received from Gina Cortez and Harold Kokes. The board agreed that once the auditor returns the records to the property manager, they can make an appointment to inspect the statements at the office.

The board discussed an owners request to file a claim with our property insurance provider (Amrisc) for damages to their first floor unit due to water leaking from the A/C unit on the second floor above them. Since the Association does not provide coverage for interior damages caused by an owners failing to maintain and repair items that they are responsible for, this request was denied.

### **Open Discussion:**

#### **Board policies and governance:**

A copy of board policies and governance was distributed by Tim Munch to each board member with the request that they review and sign once approved.

#### **Use of Pools:**

Tim Munch addressed owner concerns regarding the unauthorized use of the pools. It appears that certain condo owners have given the gate codes to non residents. Invited guests are welcome to use the pools only when accompanied by the condo owner, but this has not been the case. If this problem persists, it may necessitate replacing the keypads with locks requiring keys that can't be duplicated. This change would cost \$5,298.66.

#### **Website:**

It was recommended that management seek proposals to rebuild our website since it is no longer supported by Microsoft.

**Fines and Penalties: (rules violations & late condo dues)**

Teva Ostarly moved, and Sawese Bugbee seconded to keep fines and penalties at the same amount, \$25.00 for the first occurrence, and \$50 for a reoccurrence.

**Adjourn:**

Sawese Bugbee moved, Al Lafaye seconded that the meeting be adjourned. The motion passed unanimously, and the meeting adjourned at 8:30 pm.

**The next meeting is scheduled for Wednesday, July 24, 2019 at 6:30 pm.**