

Audubon Trace Condominium Association, Inc.

Minutes of the Board of Directors held on July 24, 2019

Board Members Present:

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

Management Present:

- Tim Munch, Jeff Adams

Call to Order:

- Marcy Planer called the meeting to order at 6:30 PM

Management Report:

- Tim Munch gave a brief report on the 3 standing committees: Communication, Welcome, and Permits/Landscape. Since all the committees are not yet filled, it was determined by the Board to take this opportunity to welcome more owners to join. Owners interested in joining should call the office at 831-4436. The first committee meetings will be held in September.
- Tim Munch presented a property management report which includes work accomplished and work in process.

(Refer to attachment for complete report)

Treasurer's Report:

- Teva Ostarly reported on the purchase of a new computer and software so bookkeeping can be done on site. The Quickbooks software we currently use is being converted from an online version to a desktop version. This is being done in coordination with bringing our bookkeeping services in house.

Old Business:

- The Board reviewed the Audubon Trace Condominium Association Rules of Governance which lays out the code of conduct for Board members.

Stephanie Prunty moved, Teva Ostarly seconded, and the motion passed unanimously to accept the code of conduct as written.

- The Board received four (4) bids to build a new website ranging from \$2,200. To \$5,000. The bid from C4 Tech was considered and determined to be the best option due to experience and professionalism.

Stephanie Prunty moved, Teva Ostarly seconded, and the motion passed unanimously to accept the bid.

New Business: None

Executive Session:

- Teva Ostarly moved, Stephanie Prunty seconded, and the motion passed unanimously to go into executive session at 7:30 PM. Executive session ended at 7:45 PM.

Open Discussion:

- The Board discussed a bid presented to management by Lookin' Good Treeman Services LLC, an experienced and licensed arborist, for tree trimming and for the removal of unhealthy and dead trees, at a cost of \$6,950.00.

Barbara Dunbar moved, Sawese Bugbee seconded, and the motion passed unanimously that the bid be accepted.

Meeting Adjourned:

- Stephanie Prunty moved, Teva Ostarly seconded, and the motion passed unanimously that the meeting be adjourned at 8:10 PM.

The next Board meeting is scheduled on Wed. August 28, 2019

Property Manager Report – July 2019

- Painting on Buildings 9 and 10 complete.
- Pressure Washing of Building 25 in progress.
- Carpentry and Painting to follow.
- Building 3 will be next.
- Bldg. 6 is the next building scheduled for roof replacement.
- Lighting storm on Wednesday, July 17th took out the front drive camera and the rear gate control panel. Rear gate control panel has been replaced. Still awaiting repairs/replacement of front drive camera.
- Crescent City Cutters swapped out a cut for an extra after storm clean up fee, a saving to the association of \$1,025.00.
- Have contacted street contractor to start estimate on next round of street repairs.
- Lookin' Good Treeman Services (a licensed arborist) has provide his recommendation/estimate (\$6,950) for trimming, and removal of dead or damaged trees. No healthy trees are being removed as this time.
- Have received four bids to have New Website Built. Cost are between \$2,200 - \$5,000.
- 2 new computers purchased for the office. One to replace outdated property manager computer and the other is for our new bookkeeper.
- To date 80 owners have provided updated owner information sheets.