

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS, October 30, 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

Property Managers Report:

- Please refer to attachment

Committee Reports:

Social Committee:

- Pat Traina and Stephanie Prunty distributed a draft of a welcome letter listing 13 tips for new condo owners. These tips include specific information regarding condo rules and regulations, mailbox locations, trash pickup days, etc. along with information on general maintenance, work order requests, and the manager's contact information. The letter will be forwarded as an attachment once finalized and approved.

Communication Committee:

- Barbara Dunbar discussed committee ideas on how to ensure that everyone receives relevant information regarding Gazebo meetings, and other scheduled events in a timely manner. It was suggested to management that such information be placed on the bulletin boards located at the front and rear entrances/exits. And of course, email notices will be continued as usual.
- The committee also continued a discussion concerning the best way to reach out to owners to determine their preferred method of communication. It appears that some owners are not receiving and/or not reading their emails. Owners are once again urged to contact management to ensure that their correct contact information is in the system.

Old Business:

- Owners are once again reminded that if the landscape committee approves their request for the removal of a tree or trees from their condo area at their expense, they are also responsible for the stump removal. Please contact management for information on stump grinding services. Note: This applies to those trees not listed as damaged, and already scheduled for removal.

New Business:

- In keeping with the holiday tradition, there will be a party at the south pool on Sunday, December 15 from 1:00PM until..... Please contact Pat Traina at 504-452-2323, or call management at 504-831-4436 if you would like to assist in the planning and/or wish to contribute in any way to this event. Condo owners will receive reminders as this event approaches.

Executive Session:

- Al Lafaye moved, Teva Ostarly seconded, and it was unanimously approved to go into executive session at 7:30PM. Executive session ended at 7:50 PM.

Adjournment:

- Sawese Bugbee moved, Al Lafaye seconded that the meeting be adjourned at 8:00 PM.

The next meeting is scheduled for Wednesday, Nov. 20, 2019 at 6:30 PM.