

**Audubon Trace Condominium Association, Inc.**

**Minutes of the Board of Directors, November 20, 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 Manager's Report:**

- Please refer to attachment

**Committee Reports:**

**Legal:**

- Teva Ostarly moved, Sawese Bugbee seconded, and it was unanimously approved to enter into executive session at 7:00 PM. Executive session ended at 7:30 PM.

### **Permits:**

- The request by owner of Unit 208 to replace Exterior windows during the renovation process was discussed. Concern was expressed that newly installed insulated windows could potentially develop condensation between the panes of glass and the seal around the windows could eventually be compromised. Since condo exteriors are the responsibility of the association, and since the existing windows remain in good condition, the risk was not worth taking.

Stephanie Prunty moved, Al Lafaye seconded, and the vote to deny the request was unanimous.

- The request by owner of Unit 1904 to have the association grind two tree stumps located on the side of his property was discussed. Since it was the owners choice to remove the trees, it was determined that it was the owners responsibility to grind the stumps. After further discussion, it was decided that since the stumps were at ground level it would be acceptable to allow vegetation to cover them.

### **Social :**

- Pat Traina and Stephanie Prunty presented a final draft of the helpful tips and information to be included in the welcome packet that will be given to all new owners.

### **Finance:**

- Please refer to attachment

### **Communication:**

- Barbara Dunbar submitted suggestions generated by committee members for inclusion in the new owners welcome packet. It was suggested that the Communication committee also submit ideas to be included in the TRACER that's periodically sent from management via email.

### **Old Business:**

- Progress is being made on the new website which should be completed soon.

### **New Business:**

- Reminder: This years holiday gathering will be at the South pool on December 15 from 1:00 on. If owners wish to participate in the planning and/or contribute in any way please contact Pat Traina @ 452-2323.
- The next Gazebo meeting is scheduled for January 15, 2020 at 6 PM. Reminders will be sent regarding the date and time and/or if a change is deemed necessary.

### **Adjournment:**

Teva Ostarly moved, Sawese Bugbee seconded that the meeting be adjourned at 8:30 PM.

**The next board meeting is scheduled on Wed., January 22, 2020 at 6:30 PM**

## Property Manager Report – November 2019

- Cleaning, Carpentry, and Painting of Building 3 is complete.
- Cleaning of Building 4 is in progress, followed by carpentry and painting.
- Street work continues at the corner of the streets by North Pool, bldg. 20, 29, and 39.
- The Cal-de-sac between bldg. 18 and 20 still needs curbing and landscaping by the fence.
- Sections of lattice fencing that will be replaced are in production (cutting, priming and paint) so that sections can be built in the shop.
- Front and Rear drive gardens have been replanted.
- Roof replacement continues on bldg. 14.
- Website construction should be completed at the end of December.
- Next Gazebo meeting is January 22<sup>nd</sup> at 6:00 pm at the South Pool Gazebo.