

Audubon Trace Condominium Association Communication Policy

The following Policy lays out the general responsibilities and expectations for the timing, topics, and manner of communication for Audubon Trace Condominium Association.

Owner Responsibilities:

- Be familiar with governing documents
- Be familiar with all communication from the Board and Management, including physical and electronic notices, website updates, and signs and postings around Audubon Trace
- Refer questions, complaints, and comments to Management in a timely manner as a first step
- Report any damage or other property issues to Management in a timely manner

Management Responsibilities:

- Provide Property Manager Reports to the Board for inclusion in Minutes that includes, at a minimum, high level summaries of routine maintenance, high cost activities, and disruptions
- Provide timely updates to the website about meetings, Association and Contractor activities around the Property, and disruptions
- Provide timely updates to Owners when there will be a significant delay or change with respect to a Work Order, Change to Common Elements, or other Unit-specific event.

Board Responsibilities:

- Review all Communication to the Board from Owners, Residents, and Management, and respond to all Communications to in a timely manner
- Make available Minutes, transcript, or recording in a timely manner of all Board Meetings, all meetings of general interest, and all Meetings where an official vote is possible
- Minutes are expected to be high level summaries of meetings focused on decisions, Board duties, and important discussion. All proposed motions, decisions, and votes, shall be included without exception, whether they pass or not.
- Provide feedback and decisions to Management in a timely manner to support effective administration of Audubon Trace.