

Audubon Trace Condominium Association

Board of Directors Meeting, September 30th, 2020

Board Members Present:

- Stephanie Prunty, Barbara Dunbar, Felicia Hardesty, Sue Pettigrew, Pat Traina, Al Lafaye

Management Present:

- Tim Munch, Jeff Adams

Call to Order:

- Stephanie Prunty called the meeting to order at 6:30pm.

Management Report:

- Tim Munch presented a property management report, which includes work accomplished, and works in process.

(Refer to attachment for a complete report).

Committee Reports:

Finance:

- Safe lien was placed on Unit 503 to collect four months of dues in arrears.

Permits:

- Nothing to report.

Legal:

- Nothing to report.

Social/Welcome:

- Discussion of Thanksgiving food drive for Second Harvest to benefit Hurricanes Laura and Sally victims.
- Discussion for a possible holiday event in December is ongoing pending future COVID regulations.

Communication:

- Information form was discussed and process for reviewing and analyzing suggestions and comments.
- Ensure correct information is on file with Management.

Landscape:

- Tim will investigate cost for having an arborist survey the trees and provide recommendations to maintain health and a pruning schedule. A liability waiver for volunteers is being submitted to the ATCA attorney for approval. Planting fall perennials in South Drive gate garden and front entrance was discussed.

Old Business:

- Awaiting report from two contractors on structural soundness of stairs leading to Unit 3723.
- Management is seeking clarification from the USPS as to who is responsible for replacing the mailboxes- USPS or ATCA.
- Review and discussion of Email policy provided by President Prunty.
- PPP Funds have been deposited and the application for forgiveness is being completed by the CPA.
- Board unanimously approved replacement and repair of lattice work fencing. Living fences will be removed replaced with lattice work fences. The bushes from the living fences will be replanted elsewhere in the Trace.

New Business:

- Discussion of vacancy on the Board and replacement protocol.
- As we have moved into Phase 3, South Drive gate will be closed as per procedures prior to COVID19 restrictions. Pool will be reopen to families of residents with social distancing restrictions.

Al Lafaye moved, Felicia Hardesty seconded and it was unanimously approved to go into executive session at 7:30pm. Executive session ended at 7:50pm.

The next Board meeting is Wednesday, October 28th, 2020.

Adjournment:

- Al Lafaye moved, Pat Traina seconded, and the meeting was adjourned at 8:30pm.

Property Manager Report – September 30, 2020

- Painting on Building 6 continues. Work should be completed by October 1st (weather permitting).
- Building 12 and 1 are up next for Pressure Washing, Maintenance and Painting; that work should start on Monday, October 5th (weather permitting).
- Patio and Street repairs continue. Depending on the weather, work should be complete in 6 weeks.
- Office Accounting Computer is broken and has been shipped to Dell, under warranty. If repairs can be made, we should have it back in a week; if not, we will have to transfer all accounting information from the cloud (Remote Data Backup) to a new computer. In the meantime, all condo fees are being deposited as usual and checks are being handwritten.
- J. & J. Exterminating, Inc. will be on the property doing their annual termite inspection on 40 bldg's starting October 5th (weather permitting).
- Iron works company will be on the property to do multiple iron fence repairs throughout the property, possibly starting this Saturday.
- Unit 703 has a broken water feed line. Repairs should be completed 9/30/2020. Small tree in front of the unit had to be removed to render repairs. Owner will replace it with a tree, to be installed in the middle of front yard, away from water line.
- Porch replacement at unit 2301 complete.
- Porch replacement at unit 2303 started.
- North Drive Lattice Fence painting continues.