

Audubon Trace Condominium Association, Inc.

MINUTES OF THE BOARD OF DIRECTORS MEETING

February 24, 2021

Board Members present: Barbara Dunbar, Sue Pettigrew, Felicia Hardesty, Jodi Ketry, Al Lafaye, Pat Traina, Stephanie Prunty

Management present: Tim Munch, Jeff Adams

Call to Order: Barbara Dunbar called the meeting to order at 6:30pm and recited the Serenity Prayer.

Property Manager report:

Tim Munch presented the Property Manager Report. See attachment.

Finance:

- Jodi Ketry presented the Treasurer's Report. See attachment.

Committee Reports:

Permits:

- None.

Legal:

- A lien was place on a unit to recover delinquent dues in the amount of approximately \$5,000.00.

Communication:

- Management was asked to email owners regarding South Drive gate opening and closing schedules.
- As owner's stated in the Communication Committee Questionnaire, safety is the highest valued amenity in AT, as such management was asked about updates on lighting and fencing. Management is still obtaining estimates for fencing options and light poles.

Landscape:

- Management was asked to arrange a meeting with CCC to discuss tree trimming and landscape improvements.

Welcome/Social:

- Management will provide the committee with a list of new owners to receive welcome packets.

Old Business:

- The Board approved hiring a structural engineer to evaluate stairs on buildings 29-39.
- The Board requested additional estimates on fence replacement and research of costs of outside contractor versus AT employees completing the fence replacement.
- Management is waiting on USPS to provide keys for new mailboxes.
- AT CPA is waiting on new short form to complete PPP loan forgiveness application. The application is expected to be completed and filed in March.

New Business:

- The Board requested management ensure that the Orkin contract to ensure rodent coverage.
- Management was requested to send an email to owners with reminders about trash collection policy, recycling, etc.

Adjourn:

Pat Traina moved; Al Lafaye seconded that the meeting adjourn. The motion passed unanimously and the meeting adjourned at 8:30.

Next Meeting: March 24th, 2021. 6:30pm.

Property Manager Report – February 2021

- Carpentry and Painting continues on Building 2.
- Building 23 is next up for Cleaning, Carpentry, and Painting.
- Painting continues on South Dr. Fencing behind building 1.
- South Dr. Gate control panel has been replaced. Gate appears to be operating correctly. Gate hours of operation are 6:00 am – 10:00 pm Monday – Thursday. Gate closes at 10:00 pm on Friday and remain closed to 6:00 am on Monday.
- New Mailboxes installed for Building 25, 27, and 28, as well as Buildings 29 and 30.
- North Dr. old fence post have been removed and new fence post have been set. Once concrete dries fencing will be installed.
- Pricing for Chain Link Fencing on Riverdale side of the property is \$3,440. 00 for demo and \$18,576.00 for 6' install.
- Pricing for Bushes on Riverdale side of the property is \$18.00 per 3 gallon and \$38.00 per 7 gallon.
- We have ordered one of the Solar LED lights for the Cal-de-sac for Bldg. 18-20. There is a 6 week delivery schedule.
- The issue regarding the electrical lines along the fence has been addressed.
- The walkthrough gates (except for the one by the office) are always locked. The walkthrough gate by the office has a pass code, which allows us to leave the gate unlocked from 6:00 am – 5:00 pm Monday - Thursday. At 5:00 pm the pass code is disarmed and gate is locked. From 5:00 pm Thursday to 6:00 Monday office gate is locked.
- Met with a second Iron Works Contractor on Monday, February 22, 2021 to get pricing on replacing wooden steps with metal. Waiting on Pricing.
- Michelle with Warren English Pools has been contacted about replastering fountain. I have not received pricing on that yet.
- We have not come up with a solution in which we can limit access to the dumpster area without limiting our contractor access to the dumpster as well.
- Owners of 2803 and 703 have requested that the association plant “Teddy Bear Magnolia” trees in from of their units. These are areas where we removed tree/shrub due to broken water line.

AUDUBON TRACE CONDO ASSOCIATION
Board of Director's – Treasurer's Report
February 2021

General:

- The CPA hired by the board was unable to continue support. We will continue to pursue additional financial support to assist with ensuring the integrity of our financial records as well as provide continuity when a new person is elected to the Treasurer position.
- All financial amounts included in this report are rounded to the nearest dollar.

Operation Costs:

- Summary of operations costs will be provided quarterly when financial statements are posted

Financial Statements:

- Financial statements are reviewed and posted every quarter. The approved third quarter statements will be posted with the April Board meeting minutes.

Delinquencies:

- The board and management continue to work on under paid condo fee accounts.
- As of 1/31/2021, delinquent condo fees have decreased by \$17,823 since 11/30/2020.
- Current condo liens: 1 Pending condo liens: 0
- Note: The total amount of delinquent/underpaid condo fees will not impact any ATCA services.

Other Actions.

- **Hurricane Zeta:**
 - As stated in January, no insurance claims will be made because the damage does not meet the deductible
 - As of 1/31/2021, \$2880 has been spent on Zeta expenses including an electrical repair along South Dr., gutter repairs, storm debris clean-up and broken 6x6 post and concrete removal along the front drive.
 - Fence repairs along front drive are ongoing.
 - Management is continuing to get updated and secondary estimates for the replacement of lights on the east (Riverdale) side of the property and the front drive replacement camera.
 - Estimates continue to be reviewed and updated as the board is evaluating the costs and options for repairing the fence between buildings 20 and 7.
- **PPP Loan Forgiveness:**
 - Since the Paycheck Protection Program Loan Forgiveness application has recently been simplified, the CPA will submit once the loan sponsor is ready to accept the simplified

application in early March. The current expiration date for ATCA to file the application is October 25, 2021.

- **Roofs:**

- Roof work remains delayed due to difficulty finding supplies at this time
- ✓ Roofs completed: 12
 - Buildings 6, 8, 14, 16, 17, 18, 24, 25, 34, 35, 36, 39
- The next 4 roofs planned for replacement are buildings: 22, 26, 29, 30
- Note: The order in which roofs are replaced is determined primarily by the condition of the roofs. The plan may change if events occur (e.g. storms) that negatively impact the roofs.

Audubon Trace Condominium Association, Inc. Profit & Loss YTD Comparison

January 2021

	Jan 21	Jul '20 - Jan 21
Ordinary Income/Expense		
Income		
Dues	80,836.25	565,675.51
Other Income	0.00	4,496.23
Cox Commissions	125.00	150.00
Fee Income	125.00	150.00
Late Fee	0.00	2,711.81
Total Fee Income	125.00	150.00
Other Income - Other	0.00	2,711.81
Total Other Income	125.00	7,358.04
Total Income	80,961.25	573,033.55
Expense		
*Reconciliation Discrepancies	0.00	-0.02
Administration		
Automobile	0.00	859.55
Repairs	118.80	957.14
Truck and Equipment Gas	118.80	1,816.69
Total Automobile	0.00	34.31
Bank Service Charges	0.00	5,810.00
Bookkeeping	550.00	225.00
Dues and Subscriptions	225.00	326.42
Office Equipment Maintenance	40.00	306.00
Office Phone	102.00	1,339.90
Alarm Service	191.78	1,494.68
Cellular Service	220.73	2,811.15
Internet Service	396.69	5,951.73
Office Business Phone	911.20	1,527.76
Total Office Phone	57.71	1,170.54
Office Supplies	195.09	48,152.94
Payroll Expenses	13,724.05	49,323.48
Employee Benefits	13,919.14	1,234.91
Dental Ins	242.01	50,558.39
Health Insurance	14,161.15	
Total Employee Benefits	242.01	
Payroll Processing Fees	14,161.15	
Total Payroll Expenses	14,161.15	

Audubon Trace Condominium Association, Inc. Profit & Loss YTD Comparison

January 2021

	Jan 21	Jul '20 - Jan 21
Payroll Tax Expenses		
Federal Unemployment Tax	129.63	129.63
Medicare	313.26	2,865.09
Social Security	1,339.48	12,250.77
State Unemployment Tax	19.44	19.44
Total Payroll Tax Expenses	1,801.81	15,264.93
Postage	110.00	110.00
Professional Fees	0.00	15.00
Legal Fees	0.00	15.00
Total Professional Fees	0.00	15.00
Special Events	0.00	86.85
Wages & Labor	11,340.56	110,349.10
Hourly Wages- Staff	10,264.00	87,244.00
Salaries - Admin.	21,604.56	197,593.10
Total Wages & Labor	747.00	5,848.79
Website Expense	40,327.23	285,168.97
Total Administration		
Operating Expenses		
Contracts	4,033.00	28,231.00
Grass Cutting	0.00	4,200.00
Landscape Maintenance	0.00	0.00
Landscape Trimming	0.00	0.00
Tree Removal	0.00	0.00
Total Landscape Maintenance	0.00	4,200.00
Pest Control	0.00	3,377.96
Pest Control-Termite	0.00	10,737.00
Trash Removal	2,013.56	14,094.92
Curbside Waste Disposal	383.09	2,666.02
Dumpster Service	310.44	2,059.83
Recycling	2,707.09	18,820.77
Total Trash Removal	6,740.09	65,366.73
Total Contracts		

Audubon Trace Condominium Association, Inc. Profit & Loss YTD Comparison

January 2021

	Jan 21	Jul '20 - Jan 21
Insurance		
Auto Insurance	443.16	3,102.12
Commercial Umbrella (\$10 mil)	344.25	2,409.75
Crime/Directors & Officers	333.58	2,335.06
Fire & Liability	16,762.75	117,339.25
Flood	10,715.00	51,929.00
Workman's Comp	0.00	-313.00
Total Insurance	28,598.74	176,802.18
Maintenance & Repairs		
Appliance/Equipment	0.00	854.66
Electrical	108.00	2,182.46
Garage Doors	198.00	319.50
Landscaping/Tree Maintenance	0.00	1,950.00
Lumber & Construction	7,508.27	33,509.53
Plumbing	0.00	16,160.00
Pool Supplies and Maintenance	193.22	2,570.00
Roof Repairs	0.00	0.00
Security/Locks/Keys	0.00	215.00
Signs	0.00	138.68
Tools	0.00	8.71
Total Maintenance & Repairs	8,007.49	57,908.54
Utilities		
Electric	1,801.04	10,954.50
Water	6,775.69	48,784.28
Total Utilities	8,576.73	59,738.78
Total Operating Expenses	51,923.05	359,816.23
Total Expense	92,250.28	644,985.18
Net Ordinary Income	-11,289.03	-71,951.63
Other Income/Expense		
Other Income		
Interest Income	0.00	21.94
Interest Savings	3.39	23.47
Interest Income - Other		
Total Interest Income	3.39	45.41
Miscellaneous Other Income	0.00	3.11
Total Other Income	3.39	48.52

Audubon Trace Condominium Association, Inc.
Profit & Loss YTD Comparison

January 2021

	Jan 21	Jul '20 - Jan 21
Other Expense	422.00	2,880.00
Hurricane Zeta Expense	0.00	0.12
Other Expenses	0.00	0.00
Void		
Total Other Expense	422.00	2,880.12
Net Other Income	-418.61	-2,831.60
Net Income	-11,707.64	-74,783.23