

AUDUBON TRACE CONDOMINIUM ASSOCIATE, INC.

MINUTES OF THE FIRST 2022 MEETING

Thursday, January 27, 2022

Meeting called to order by Al Lafaye at 6:35 at 2704 Audubon Trace

Board Members Present: Al Lafaye, Stephanie Prunty, Pat Traina, Barbara Dunbar, and Sue Pettigrew. Pat Williamson attended via phone. Felicia Hardesty was out of town but gave her proxy to Barbara Dunbar.

Management Present: Tim Munch (Property Manager). Also present was Matt Rogers (CPA and auditor for the association).

- I. **AUDITOR REPORT** – The 2018 and 2019 audit reports were provided by Matt Rogers who provided an explanation of the auditing process. The purpose of the audit is to provide a reasonable assurance that the accounting is free of inaccurate information. It requires the auditor to evaluate the data for accuracy. A reasonable sample of data is compared to expected budget, historical trend analysis, and a comparison to industry standards for prevailing trends in the same market area are utilized. It is noted that if any indication of fraud is present, the auditor must report this to the HOA. If there are any glaring deficiencies (i.e., no reserves, below expected income collected, unsupported expenses.), these are also reported to the HOA. An audit is required to corroborate account balances. Income expected based number of units times month times HOA dues versus actual collections must be within a reasonable percentage. Expenses should be reasonable based on historical data and current market trends. An explanation of how the state and income taxes are calculated was presented. The HOA has more than one way to calculate taxes and the most favorable method is recommended. Questions were asked about why the audit was not completed sooner. It was explained that the 2018-2019 audits were delayed as the association changed from the Quick Books desktop account program to the Quick Books on-line program in 2019. Additional delays were caused by covid issues as well as a request to place a hold on the audits at the request of the previous Board.

- II. **MANAGER REPORT** – As of the meeting date, roofs have been completed on all but six buildings. A broken water line repair has been delayed. All the perimeter fences are completed. A bid for the fences (east side and front) was obtained at a cost of \$109,000 (not including posts). Additional fence bids will be investigated. Landscaping versus a new fence at the front entrance will be considered. Two trees near Unit 3501 present a tripping hazard. Barbara Dunbar made a motion and Stephanie seconded to remove the trees at the cost of the association. Motion passed 7 to 0. The tree on the school property presents a hazard to Units 701 and 702. Branches from it destroyed the rear fences of these units and the potential for more severe damage is possible. Barbara Dunbar will compose a letter that will be sent to the school from the association requesting the tree be removed at their cost. Also, a letter about the noise from the school's AC system will be sent. The school sent an engineer to do a sound check. A complaint from unit 603 was presented, who felt that it was wrong that a guest of an owner badgered the tarp people to put a tarp on their roof that cost the association an additional \$8,500. Building 4 was not supposed to be tarped as it was first in line for a new roof. Since it was tarped, building 1 was completed first. It was decided they will not be asked to repay the additional cost as it was the responsibility of the tarp people to check with the association before tarping Building 4. A new copy machine is needed for the office. Based on a cost versus rent to own comparison, Stephanie Prunty made a motion and Barbara Dunbar seconded that the new copy machine be purchased outright. The motion passed 7-0.

III. COMMITTEE REPORTS –

- a. **Treasurer Report** – Eight requests were discussed for payment plans to pay the assessment on a period different than allocated by the Association. It was determined that any reasonable payment plan will be accepted if 100% of the assessment is paid no later than March 31, 2022. Late fees will be assessed at \$25.00 per month each month going forward beginning on February 1, 2022. Notices that a lien will be placed on units that do not pay the assessment will be sent each month. The CPA is still behind in postings, and it was discussed to bring in a second person on a temporary basis to help her get caught up in the interim.

IV. OLD BUSINESS

- a. **Jodi Ketry lawsuit** – the previous treasurer created a second copy of the Association books knowing that no records were allowed to leave the Association office and has been showing owners records of their units before they purchased the unit which is an invasion of privacy of the previous owner. A letter requesting her to return the records was sent by the Association lawyer, which has been ignored. Stephanie Prunty made a motion to send her a second letter asking her to return the records within seven calendar days or a lawsuit will be filed. Al seconded the motion. The motion passed on a vote of 4 – 3. Al Lafaye, Stephanie Prunty, Pat Traina, and Pat Williamson were in favor. In opposition were Sue Pettigrew, Barbara Dunbar, and Felicia Hardesty (via proxy by Barbara Dunbar).

V. NEW BUSINESS

- a. Comments have been posted via the Google Group and via email that defame other sitting board members which is reducing the credibility of the Board. Barbara Dunbar made a motion that the board members treat each other with respect and agree to disagree without criticizing each other. Board members agreed to resign from the board going forward if they disparage, criticize, or slander another board member. Stephanie seconded the motion which passed unanimously.

VI. The meeting was adjourned at 8:30 pm.

Submitted for publication on the 21st Day of February 2022



Pat Williamson, Board Secretary, Unit 604

Property Manager Report – January 20, 2022

- Our Roofing Contractor has recently completed building 23, 27, 28, 19 and 13. The next four building up for replacement are 20, 15, 12 and 11.
- There is a broken 1 ½" water feed line to units 2504/05 which will be repaired on Monday, January 24th (weather permitting). Buildings 23, 25, 27, and 28 are the only building that will be affected by the water cutoff.
- Most of the missing perimeter lattice fencing (for which our neighbors did not had fencing) has been replaced. We have started working on fixing or replacing the lattice fencing behind owner's units.
- A supplemental claim has been sent to our insurance adjustor seeking coverage on for those items which were not completely adjusted on the initial lose.
- Gutter Contractor does not have the color materials we need to start the gutter repairs from the storm. These materials are on backorder.
- There is one Lattice Fencing estimate of \$109,232.00 from AMKO Fencing for both sides of the front drive, the Riverdale Side (east side of the property) and the fencing behind building 35, 37, and 38. This does not include Post, Priming and two coats of Exterior Paint, which would be extra (AMKO Fencing will not paint the lattice fencing). It would have to be installed raw and primed/painted later or it would have to be purchased, primed/painted by another contractor, then installed by AMKO.
- The Chimneys for units 1202 and 2403 have been framed. Contractor awaiting caps and bonnets from sheet metal contractor before final installation of Siding. No timeline for completion as of this day.