

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
AGENDA OF THE BOARD OF DIRECTORS**

Saturday, July 2, 2022

First Meeting of the Fiscal Year 2021 – 2020

Meeting called to order by Al Lafaye at 2:00 pm in Unit 701.

Board members present: Al Lafaye, Stephanie Prunty, Pat Traina, Pat Williamson, Gary Vincent, Tina Jumonville, and Sawese Bugbee.

- 1. Management present: None**
- 2. ELECTION OF OFFICERS**
 - a. Secretary
 - b. President
 - c. Vice President
 - d. Treasurer
- 3. ONE YEAR TERM**
- 4. RESOLUTION FOR AUTHORITY TO SIGN CHECKS**
- 5. ESTABLISH COMMITTEES**
 - a. Permits
 - b. Landscaping
 - c. Social / Welcome
 - d. Communications / Web Site
 - e. Budget
 - f. Legal Liaison
- 6. ANNUAL REPORT**
- 7. FINES, PENALTIES**
- 8. FUTURE MEETINGS**
- 9. CODE OF CONDUCT AND CONFLICT OF INTEREST FORMS**
- 10. OLD BUSINESS**
- 11. NEW BUSINESS**
- 12. ADJOURN**

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Saturday, July 2, 2022

First Meeting of the Fiscal Year 2022 – 2023

Meeting called to order at 2:00pm in Unit 2704.

Board members present: Al Lafaye, Stephanie Prunty, Pat Traina, Pat Williamson, Gary Vincent, Tina Jumonville, and Sawese Bugbee.

Management present: None

1. **Welcome new Board members:** Gary Vincent, Tina Jumonville, and Sawese Bugbee.
2. **Election of Officers:**
 - a. **Secretary** – Sawese Bugbee on motion by Stephanie Prunty, seconded by Pat Traina – unanimous approval.
 - b. **President** – Tina Jumonville on motion by Stephanie Prunty, seconded by Gary Vincent – unanimous approval.
 - c. **Vice-President** – Gary Vincent on motion by Stephanie Prunty, seconded by Al Lafaye – unanimous approval.
 - d. **Treasurer** – Stephanie Prunty on motion by Pat Traina, seconded by Al Lafaye – unanimous approval.
3. **One Year Term** – Al Lafaye opted for the one year term.
4. **Resolution for Authority to Sign Checks** – Stephanie Prunty moved and Al Lafaye seconded that in addition to her, to add Tina Jumonville and Gary Vincent to have authority to sign checks and execute financial documents for and on behalf of the Association. Motion unanimously passed. It was noted that any amounts over \$10,000.00 require two (2) signatures. Stephanie, Tina and Gary will meet with bank rep to complete new signature cards.
5. **Establish Committees** –

Standing Committees – Stephanie Prunty moved, Gary Vincent seconded – motion passed unanimously to establish the following as standing committees:

- a. Permits/Landscaping – Al Lafaye to chair
- b. Social/Welcome – Pat Williamson to chair
- c. Budget – Stephanie Prunty to chair
- d. Legal Liaison – Pat Traina

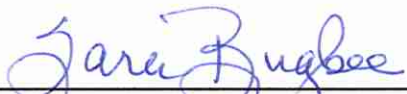
Ad Hoc Committees – Stephanie Prunty moved, Pat Williamson seconded the motion to have three (3) Ad Hoc committees. Motion passed unanimously.

- a. Communication –
- b. Governance
- c. Election Procedures

6. **Fines and Penalties** – Stephanie Prunty moved, Al Lafaye seconded the motion to let the current fines stay the same as last year: Late Fees, \$25. Rules violation, \$25 minimum. Failure to obtain resale certificate, \$25 minimum. Up for further discussion is a policy regarding rental units.
7. **Future Meetings** – Board members agreed to meet the last Wednesday of the month, with every fourth meeting being an Open Board Meeting. All dates tentative.
8. **Code of Conduct and Conflict of Interest Forms** – Stephanie Prunty asked each member to sign and return to the Property Manager as soon as possible, the Conflict of Interest form. The Code of Conduct is presently being revamped. It will be submitted for signature as soon as that is complete.

NOTE: Due to a prior commitment, Gary Vincent had to leave the meeting at 3:00pm. He gave his proxy vote to Stephanie Prunty.

9. **New Business** – Owner/Property Manager/Board communication – Stephanie Prunty moved, Al Lafaye seconded a motion to establish protocol for submitting and responding to all requests and concerns. All requests and concerns are to be communicated to Property Management via email. If issue not addressed in a timely manner, it should be forwarded to the Board of Directors to an email address to be created. It was stressed that no individual Board member has the authority to respond to any request, concern or inquiry from a unit owner, as the Board is a group and will respond as such. No individual Board member has authority to interact with any vendor or outside representative without express authority of the Board. Tina Jumonville will draft letter to go out to all owners. Motion passed unanimously.
10. **Adjourn** – Al Lafaye moved, Tina Jumonville seconded to adjourn. Meeting adjourned at 3:40pm



Sara (Sawese) Bugbee, Board Secretary
Unit 207

DATE: July 2, 2022

Parish of Jefferson

State of Louisiana

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.**

A meeting of the Board of Directors of the Audubon Trace Condominium Association Inc. was held on July 2, 2022, at the domicile of the Association in the Parish of Jefferson, State of Louisiana, after due notice, with the requisite quorum of Board members present and voting. At said duly noticed meeting, the following Resolution was unanimously adopted.

BE IT RESOLVED that the duly elected members of the Board of Directors of the Audubon Trace Condominium Association Inc. (hereafter "the Association"), did approve by a vote of 7-0 that the Following officers of the Board for the fiscal year 2022-2023, said fiscal year starting on July 1, 2022 and ending on June 30, 2023, shall be and are authorized to sign checks and execute financial documents for and on behalf of the Association.

Board President: Mary C. (Tina) Jumonville

Board Vice President: Gary Vincent

Board Treasurer: Stephanie Prunty

THEREFORE, the Board of Directors of the Audubon Trace Condominium Association Inc., as confirmed by the signatures affixed below, hereby authorize the following additions:

1. That the Board President for the fiscal year 2022-2023, Mary C. (Tina) Jumonville, Shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association.
2. That the Board Vice President for the fiscal year 2022-2023, Gary Vincent, Shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association.
3. That the Board Treasurer for the fiscal year 2022-2023, Stephanie Prunty, Shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association.

Signed in Jefferson Parish, Louisiana on the 2nd day of July 2022, as Follows:



Name: Sara Bugbee Board Secretary
Address: 207 Audubon Trace
Jefferson, LA 70121