

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
AGENDA OF THE BOARD OF DIRECTORS
AUGUST 31, 2022

Location: 2704 Audubon Trace

I. Meeting called to order by Tina Jumonville at _____ p.m.

Board Members Present:

Management Present:

II. Approval of the Agenda

III. Reports

- A. Property Manager
- B. President
- C. Treasurer
- D. Legal Liaison
- E. Communications Committee
- F. Landscape-Permits Committee
- G. Governance Committee

IV. Old Business

- A. Gate Key Entry
- B. Code of Conduct – Board & Committee Members
- C. Election Procedure Policy
- D. October 19, 2022, Open Board Meeting – Podium Donation
- E. Complaint Form – directed to Property Manager – Not Board Secretary

V. New Business

- A. Revision to Handbook
- B. Surveillance
- C. Social Gatherings
 - September 25, 2022 – Meet & Mingle
 - October 31, 2022 – Fall Gathering
 - December 11, 2022 – Holiday Gathering

VI. Comments and Announcements

VII. Adjournment

Next meeting date: September 28, 2022

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Wednesday, August 31, 2022

4th Meeting of the Fiscal Year 2022 – 2023

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

Management present: Tim Munch, Property Manager

- I. **Call to Order** – Tina Jumonville called the meeting to order at 5:46pm in Unit 2704.
- II. **Approval of Agenda** – Gary Vincent moved to approve the agenda, Stephanie Prunty seconded. Agenda was unanimously approved.
- III. **Reports** –
 - A. **Property Manager** – updates:
 - Step Replacement – one verbal preliminary estimate for just steel is \$500,000. Second estimate is \$428,000 (steel price is fluctuating); final pricing cannot be lock in till contract is finalized. Still waiting for third and final bid.
 - Chimney contractor to install new chimney caps for units 3312/22.
 - Buildings 10 & 22 – decks will be replaced with exposed aggregate concrete.
 - Curbside garbage collection will be picked up on Monday, September 5th (Labor Day) as a regular pickup day.
 - Property Management Office will be closed on Monday, September 5th for Labor Day Holiday.
 - Reminder to owners to pick up after their pets. Dog poop bags should not be left on top of existing garbage piles but put inside of garbage bags. **Garbage men will not pick up loose dog poop bags.**
 - Garbage for curbside collection should only be put out **AFTER** 5:00 pm on Sundays and Wednesdays for Monday and Thursday pick up.
 - With the recent cars that were accessed due to cars being unlocked, please remember to lock your vehicles, and do not leave any valuables in them.
 - As a deterrent to criminals accessing the property, owners can turn on their exterior porch, patio, balcony and flood lights and any other exterior lighting to deter criminal activity.
 - B. **President** – Tina Jumonville – nothing to report at this time.
 - C. **Treasurer** – Stephanie Prunty reported there are 6 accounts in arrears that total \$40,455.65. 5 accounts are for unpaid assessments but all 6 involve units that are tied up in succession proceedings. Liens are being filed to protect the interest of the Association. June 30, 2022, financial statements are ready and will be posted along with the approved minutes. Stephanie Prunty moved to approve the financial statements as submitted, Pat Traina seconded. Motion unanimously passed.
 - D. **Legal Liaison** – Patricia Traina – No report.
 - E. **Communications** – Patricia Williamson – committee's first meeting was August 23rd. Actively working on Committee Policy and Procedures. Completed an informational survey to be sent out to all owners after Labor Day. Board reviewed the survey – Pat Williamson moved to approve the survey, Tina Jumonville seconded. Motion unanimously passed.

- F. **Permits/Landscaping** – No report at this time.
- G. **Governance** – committee will review the Declaration and Bylaws. Prior to the initial meeting management will email all of the owners for their thoughts on areas that need revision. Owners are asked to site the specific paragraph/sub-paragraph of the Declaration and/or Bylaws that they believe should be changed, to provide the exact language that they recommend for their change(s) and an explanation as to why that provision(s) should be changed. The committee will consider all owner input in addition to their own thoughts on areas that need update and revision.

IV. **Old Business –**

- A. **Gate Key Entry** – no change – have received no price quote from Acme Lock Company
- B. **Code of Conduct** – Stephanie Prunty presented final copy of the Code of Conduct for Board members and a separate Code of Conduct for Committee members. Stephanie Prunty moved to adopt both documents, Pat Traina seconded. Motion passed unanimously.
- C. **Election Procedure Policy** – committee has not met yet – no report.
- D. **October 19, 2022, Open Board Meeting – Podium Donation** – Board discussed donating to the church, \$150/\$200 OR a podium. Tina Jumonville moved to approve the donation, Pat Williamson seconded. Motion passed unanimously.
- E. **Complaint Form – directed to Property Manager – Not Board Secretary** – Board discussed changing the title of the form from “Complaint” to “Suggestion.” Stephanie Prunty moved to change the title, Pat William seconded. Motion passed unanimously.

V. **New Business –**

- A. **Revision to Handbook** – Pat Williamson reported that the Communications Committee is taking over the revision.
- B. **Surveillance** – Board members are aware of the recent incident and discussed the current state of surveillance on the property. Cameras are positioned at front & rear entrances and at both pools to record activity 24 hours and store recording for 30 days. Board consensus is to encourage owners to install Ring cameras and to turn on their exterior porch, patio, balcony and flood lights and any other exterior lighting to deter criminal activity; to not keep any valuables, especially guns, in their vehicles and to lock their vehicles.
- C. **Social Gatherings** –
 - September 25, 2022 – Meet & Mingle
 - October 31, 2022 – Fall Gathering
 - December 11, 2022 – Holiday Gathering

VI. **Comments and Announcements** – none at this time.

VII. **Adjournment** – Tina Jumonville moved, Stephanie Prunty seconded motion to adjourn. Meeting adjourned at 8:09pm

Next meeting date: September 28, 2022.

Sawese Bugbee

(Electronically signed)

Sawese Bugbee, Board Secretary
Unit 207

Audubon Trace Condominium Association, Inc.

Balance Sheet

As of June 30, 2023

08/31/22

Accrual Basis

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Carter Credit Union Bank	2.64
Cash -Reserve Investments	
Barclays Bank CD	199,468.15
Cash Brokerage	4,457.89
Center State Bank CD	198,894.91
Eagle Bank MD CD	201,731.25
FNB Dakota CD	248,008.34
West Bank, DesMoines CD	151,820.44
Total Cash -Reserve Investments	1,004,380.98
Cash Svgs Reserve 5930	99,464.77
Petty Cash	790.93
Special Assessment Account IDA	68,097.44
Whitney National Bank	293,026.47
Total Checking/Savings	1,465,763.23
Accounts Receivable	
Accounts Receivable	-5,462.91
Total Accounts Receivable	-5,462.91
Other Current Assets	
NSF Receivable	3,268.08
Prepaid Insurance	187,804.71
Total Other Current Assets	191,072.79
Total Current Assets	1,651,373.11
Fixed Assets	
Accum Dep - Bldg & Imp - Tax	-51,510.50
Accum Dep - Furniture/Fixtures	-10,052.82
Building	62,511.00
Furniture/Fixtures/Equipment	22,884.40
Total Fixed Assets	23,832.08
TOTAL ASSETS	1,675,205.19
LIABILITIES & EQUITY	
Equity	
Provision For Reserves	891,875.22
Reserve-Current Year	
Reserve Fund Income	
Current Year Reserve Income	174,999.96
Total Reserve Fund Income	174,999.96
Total Reserve-Current Year	174,999.96
Reserve Fund Expenses	
Driveways/Streets	-64,345.00
Roof Repairs	-62,352.00
Step Replacement Project	-10,387.50
Total Reserve Fund Expenses	-137,084.50
Retained Earnings	735,565.78
Net Income	9,848.73
Total Equity	1,675,205.19
TOTAL LIABILITIES & EQUITY	1,675,205.19

Audubon Trace Condominium Association, Inc.

08/31/22

Profit & Loss

Accrual Basis

July 2021 through June 2022

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
Dues	1,088,169.62
Other Income	
Cox Commissions	4,796.90
Dues Adjustments	-597.74
Fee Income	
Late Fee	575.00
Total Fee Income	575.00
Other Income - Other	1,687.59
Total Other Income	6,461.75
Total Income	1,094,631.37
Gross Profit	1,094,631.37
Expense	
*Reconciliation Discrepancies	0.55
Administration	
Automobile	
Repairs	270.14
Truck and Equipment Gas	2,572.12
Total Automobile	2,842.26
Bank Service Charges	25.00
Bookkeeping	18,529.10
CPA Audit/Taxes	12,000.00
Donations	300.00
Dues and Subscriptions	225.00
Meeting Room Rental	620.00
Office Equipment Maintenance	520.00
Office Phone	
Alarm Service	408.00
Cellular Service	2,233.51
Internet Service	1,066.36
Office Business Phone	4,350.02
Total Office Phone	8,057.89
Office Supplies	2,304.13
Payroll Expenses	
Employee Benefits	
Dental Ins	-51.66
Health Insurance	82,006.88
Lunches	86.03
Total Employee Benefits	82,041.25
Payroll Processing Fees	1,739.77
Total Payroll Expenses	83,781.02
Payroll Tax Expenses	
Federal Unemployment Tax	210.00
Medicare	3,896.72
Social Security	16,661.89
State Unemployment Tax	34.65
Total Payroll Tax Expenses	20,803.26
Postage	313.45
Professional Fees	
Legal Fees	16,060.27
Total Professional Fees	16,060.27

Audubon Trace Condominium Association, Inc.

Profit & Loss

08/31/22

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 22
Special Events	28.23
Wages & Labor	
Employee Bonus	3,500.00
Hourly Wages- Staff	128,488.74
Salaries - Admin.	138,698.52
Total Wages & Labor	270,687.26
Website Expense	749.85
Total Administration	437,846.72
Ask My Accountant	-2.73
Bank Service Charges	9.00
Operating Expenses	
Contracts	
Grass Cutting	46,363.00
Landscape Maintenance	
Bedding, Maintenance	1,600.00
Landscape Trimming	7,125.00
Tree Removal	19,711.50
Total Landscape Maintenance	28,436.50
Pest Control	9,075.00
Pest Control-Termite	10,737.00
Trash Removal	
Curbside Waste Disposal	23,155.94
Dumpster Service	5,808.31
Recycling	4,080.61
Total Trash Removal	33,044.86
Total Contracts	127,656.36
Insurance	
Auto Insurance	5,948.53
Commercial Umbrella (\$10 mil)	4,383.03
Crime/Directors & Officers	12,710.35
Fidelity Bond	239.76
Flood	53,334.00
General Liability Policy	4,541.31
Property Commercial	268,085.76
Surety Bond	230.00
Workman's Comp	10,393.00
Total Insurance	359,865.74
Maintenance & Repairs	
Appliance/Equipment	903.99
Garage Doors	1,452.90
Landscaping/Tree Maintenance	0.00
Lumber & Construction	36,178.96
Plumbing	9,056.95
Pool Supplies and Maintenance	17,699.60
Roof Repairs	214.01
Security/Locks/Keys	2,042.89
Signs	383.29
Tools	45.84
Maintenance & Repairs - Other	775.00
Total Maintenance & Repairs	68,753.43

Audubon Trace Condominium Association, Inc.

Profit & Loss

July 2021 through June 2022

	Jul '21 - Jun 22
Utilities	
Electric	20,282.93
Water	14,551.14
Total Utilities	34,834.07
Total Operating Expenses	591,109.60
Total Expense	1,028,963.14
Net Ordinary Income	65,668.23
Other Income/Expense	
Other Income	
Ida Assessment Income	
Hurricane Ida expenses	-1,343,023.66
Ida Assessment Income - Other	1,187,204.10
Total Ida Assessment Income	-155,819.56
Insurance Proceeds Ida	368,097.32
Interest Income	
Interest Savings	378.43
Interest Income - Other	5.03
Total Interest Income	383.46
Miscellaneous Other Income	1,516.00
Special Assessment Income	0.40
Total Other Income	214,177.62
Other Expense	
Void	0.00
Total Other Expense	0.00
Net Other Income	214,177.62
Net Income	279,845.85

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.

COMMITTEE MEMBER CODE OF CONDUCT AND CONFLICT OF INTEREST/CONFIDENTIALITY POLICY

DATE: August 31, 2022

The 2022-2023 Audubon Trace Condominium Association Board of Directors has approved and adopted the following Code of Conduct and conflict of Interest / confidentiality policy for unit owners who desire to participate in Board sponsored committees. Since Committees work on various topics that impact and affect the management of Audubon Trace Condominium Association Inc., it is imperative that members adhere to strict standards of ethics and professionalism, and honor confidentiality clauses where appropriate. By volunteering to participate on any committee you hereby agree to adhere to these standards and agree to sign and date this statement as evidence that you voluntarily agree to comply.

Code of Conduct:

Committee members agree to act in a trustworthy, diligent, honest, and ethical manner. Members agree to be respectful to other members, Board members, owners, and Management. No Committee Member has any authority to represent the Association unless specifically given that authority by the Board of Directors. No committee member shall receive any compensation of any kind. Committee members will work as a group and shall not discuss their working efforts with anyone without the express approval of the Board of Directors. No Committee member shall harass, threaten, or attempt to exert influence on any other Committee member, Board member or Management. This includes the use of email, social media or other direct methods meant to interfere with the work of the Committee. Members are to be courteous, regardless of whether they agree with the statement of other members. Committee members shall not disparage any other Committee member, Board Member or Management. Members agree to fully support all decisions of the committee. Failure to adhere to these strict rules will result in your immediate removal from participation on a Committee. Committee members who miss more than three (3) unexcused meetings in a row, will be automatically removed from the Committee.

Conflict of interest / Confidentiality Statement:

Committee members are often asked to vote on various topics. To protect the organization's interest, you are asked to conduct yourself in a manner as to avoid a conflict of interest. A conflict of interest may occur when your personal interest conflicts with the interest of the Association. If you find yourself in such a situation you should refrain from voting and abstain. If you are unsure as to whether a conflict of interest exists, you should discuss the matter with the Committee Chair.

Members may be provided confidential information necessary to perform their task. Members agree to not share confidential information outside of committee meetings. This includes but is not limited to financial information, private and /or personal information about a Board member, resident, owner, employee, vendor, or a member of Management. Failure to strictly abide by this conflict of interest and confidentiality statement will result in immediate removal from the Committee.

Name: _____ Date: _____

AUDUBON TRACE CONDOMINIUM ASSOCIATION –
BOARD MEMBER CODE OF CONDUCT POLICY

The 2022-20023 Audubon Trace Condominium Association Board of Directors has approved and adopted the following Code of Conduct Policy for its Board members effective August 1, 2022.

This policy is intended to set forth the protocols and expectations related to each Board member's fiduciary duties to the Association and is intended to help ensure that each Board member will act in a trustworthy, diligent, honest, and ethical manner while serving on the Board. Upon becoming elected or appointed to the Board each Board member shall be subject to this Policy. Each current Board member of the Association will be provided a copy of this Policy. Each current Board member shall provide a signed copy of this policy to the Audubon Trace Manager as verification of his/her acceptance and agreement to be bound by this Policy.

The following principles and guidelines constitute the Code of Conduct:

Members of the Board will conduct themselves in a respectful manner to other members of the Board, ATCA Management, and staff and homeowners. Board members will not publicly or privately ridicule anyone. The President or his/her appointed designee is the only individual authorized to speak on behalf of the Association.

No Board member, except for the President, will have or will be vested with any authority to direct a member, contractor, agent, or employee of the Association. The authority of Board members is limited to their ability to participate in Board meetings, offer their opinions on ATCA issues, and vote upon policies of the Association as presented to the Board, unless they are specifically authorized to act on behalf of the Association.

No Board member shall interfere with the system of property management established by the Board of Directors of the Association.

Confidentiality of other Board members' personal lives, all resident's and owners' personal lives, and all ATCA employees' personal lives will be protected by the Board of Directors.

Any Board member who is under investigation for or charged with the commission of a felony will be required to take a leave of absence from the Board of Directors during the investigation and trial period (if there is a trial). If a Board member pleads guilty to or is convicted of a felony, that Board member will be deemed to be immediately removed as a member of the Board of Directors or as an officer of the Association and stripped of all authorities (example- check signing) and duties that the Board member held.

A Board member will at all times subsequent to a vote of the Board, support the decision of the majority of the Board, regardless of the position that Board member took at the time of the vote.

Discussions and deliberations of the Board shall be free of any political affiliations.

A Board member will at all times uphold his/her fiduciary duty to the Association in addition to upholding a duty of care, a duty of loyalty, and a duty of confidentiality.

A Board member who misses three (3) regular Board meetings during any fiscal year, beginning with the first Board meeting of the fiscal year up to the Annual meeting, shall be subject to removal by a majority vote of the other members of the Board.

No Board member shall use his/her position for private gain, for example: No Board member shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person, company, or vendor who is seeking to obtain contractual or other business or financial relations with the Association.

No Board member shall accept a gift or favor made with the intent of influencing decisions or action on any official matter.

No Board member shall receive any compensation from the Association for acting as such, other than normal reimbursement for expenses on behalf of the Association, and only if said expenses were incurred by the Board member with the prior knowledge and approval of the Board.

No Board member shall engage in any writing, publishing, email, blogging, or speech making that defames, criticizes, or ridicules any other Board member, or any ATCA resident or owner, or any employees or third-party vendors of the Association.

No Board member will knowingly misrepresent facts to the owners and residents of the community for the purpose of advancing a personal cause, or to persuade the community to try to pressure the Board into adopting a Board member's personal cause.

No Board member nor his/her agent or employee or family member shall enter into a personal services contract with the Association without previous disclosure of such interest to the Board.

No Board member will seek to have a contract implemented with any person, corporation, or vendor that has not been duly approved by the Board.

No Board member will say or do anything that appears to interfere with a contractor who is at ATCA and is implementing a contract in progress. All communications with contractors will go through the Manager or be in accordance with an adopted policy.

No Board member will harass, threaten, or attempt through any means to control or install fear or reluctance in an Association contractor.

No Board member shall act independently in matters related to the Association and its members or have interactions with vendors or potential vendors. Board members must always represent themselves as Board members when acting with authority on behalf of the Board or the Association.

Board members are expected to act at all times and make decisions that are in the best interest of the Association and its members as a whole, and not the interests or desires of only a group or part of the members.

The Association will make no contributions to any political party or political candidates.

No Release of Confidential Information

Board members are responsible for protecting the Association's confidential information, including both attorney-client privileged information and documents and executive session Board meeting information and documents. As such, no Board member may use the Association's confidential information for the benefit of himself/ herself/themselves or his/her/their relatives, nor shall they share any confidential information obtained as a Board member with any non-Board members or third parties (other than agents, representatives, employees, or attorneys of the Association who also are bound to maintain the confidentiality of the information received), or generally disseminate any confidential information obtained as a Board member to any non-Board members or third parties.

"Confidential Information" includes, without limitation:

Private or personal information about any Association member or any resident of the Association.

Private or personal information about any Association employee or personnel.

Disciplinary action taken or proposed against any Association member.

Information about any Association member's financial records and account.

Negotiations and formation of contracts with vendors, contractors or service providers.

Any legal matter in which the Association is or may be involved.

Board members may not discuss with any person who is not a Board member the merits of a pending legal matter in which the Association is involved, other than with management and the Association's legal counsel. Failure to follow this restriction may constitute a waiver of the attorney-client privilege and could result in the Association's loss of its legal protection for confidential information. No Board member has the authority to waive the Association's attorney-client privilege, except with the advance written approval of the Board.

The Board has the authority to adopt rules regulating the conduct of attendees at Board and member meetings. As such, the Board has the authority to regulate the recording of Board or Association meetings by any persons (Association members, directors, or otherwise).

No one may electronically record a Board meeting or any portion of a Board meeting without the prior knowledge and consent of the Board.

Any Board member who violates any of the provisions of this Code of Conduct shall be deemed to be acting outside the course and scope of their authority, and may be subject to discipline in accordance with the Association's governing documents, including, without limitation:

- 1 Censure
2. Removal as an officer of the Board or removal as a Committee Member
3. Recall by the membership (for Board members)
4. Legal Action.

Any Board member who violates this Code of Conduct agrees by his/her signature that the Board of Directors may seek injunctive relief against him/her and agrees to pay all of the Association's legal fees and all legal costs and expenses incurred by the Association in its enforcement effort.

No provision of this Policy can be rescinded, altered, or amended without a majority of the vote of the members of the Board of Directors.

I have read the Association's Code of Conduct Policy, and I understand that I have duties to the Association. As such, I understand that I will be in breach of such duties if I divulge confidential information to persons who are not on the Board of Directors. I further understand that these duties extend into the future so that I will be bound by this confidentiality requirement even after I no longer serve on the Board of Directors, particularly as it pertains to legal matters.

In addition to any other remedies that may be available to the Association in law or in equity, any Board member who violates this Code of Conduct or refuses to sign the Code of Conduct agrees to immediately resign from the Board. In the event a Board member refuses to resign after violating this Code of Conduct, then the remaining Board members may vote to determine whether the Code of Conduct has been violated. If a majority of the Board determines that the Code of Conduct Policy has been violated, then such finding shall be entered into the minutes and the decision shall have the same impact as if the Board member in violation has submitted a formal resignation.

By my signature below, I acknowledge and agree that I have read the Code of Conduct Policy, understand the Policy, and agree to abide by the Association Board of Directors Code of Conduct and its requirements.

Name

Unit Number

Date

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.

CONFLICT OF INTEREST POLICY

The purpose of the conflict-of-interest policy is to protect this organization's interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or board member of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Audubon Trace Condominium Association Inc. encourages board members, committee members and staff to play an active role in the community by serving as board members or otherwise being involved with a wide spectrum of organizations. This means that, from time to time, potential conflicts of interest or appearance of such conflicts will inevitably arise. It is the Organization's policy to deal with such conflicts as openly as possible.

Board Members are always expected to use good judgment and to adhere to high ethical standards. In doing so, they will conduct their affairs in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest may exist when a board member's loyalties or interests are divided between serving the interest of the Organization and one's personal interest or the interest of other organizations with which the individual is affiliated. An individual who is unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with the Board President for clarification.

Definition of Conflict of Interest: A conflict of interest could be deemed to exist whenever an individual is in the position to approve or influence the Organization's policies or actions which could involve, ultimately harm or benefit:

The individual.

Any members of his or her immediate family (spouse, parents, children, siblings and spouses of these individuals); or

Any organization in which he or she, or an immediate family member, has a substantial financial interest, or is a director, trustee, officer, member, partner or employee.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

Granting funds to a charitable nonprofit organization on which a board member, committee member or staff member or their families are serving as staff, board members or volunteers. Investing Organizational funds.

Hiring vendors or consultants for the Organization (this policy will apply to contracts greater than \$5000).

Employing a board member or a relative of a board member as staff or as a consultant for a project.

Additionally, board members should refrain from:

Accepting personal gifts or entertainment from applicants, grantees or vendors.

Using proprietary or confidential Organization information for personal gain or the Organization's detriment.

Having a direct or indirect financial interest in an activity undertaken by the Organization.

Using Organization assets or labor for personal use; or

Representing that the Organization will give financial or other support to any outside activity, organization or individual, unless the request for such support has already been processed through the proper channels and has been approved by the board.

In the case of such conflicts or the appearance thereof, Organization board members, are expected to disclose the conflict to the Board President prior to making any related decisions. Board Members involved shall abstain from voting and shall not participate in the discussions other than to provide information of a technical nature or answer specific questions that may be raised by other board members, committee members or staff.

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.
ANNUAL CONFLICT OF INTEREST LIST

Name:

Year:

Business and professional activities in which I or an immediate family member (which for purposes of this policy shall include a spouse, parents, sibling, children or their spouses), hold as an owner, officer, board member, partner, or employee:

Name of Business/Organization

Position Held/By Whom

Other activities which may produce or be construed as possible conflict of interest:

The minutes of the meeting should reflect that appropriate disclosure was made and that the interested party abstained from voting.
Each board member shall submit a list of possible conflicts annually and sign a statement which affirms such person:

- Has received a copy of the conflict-of-interest policy
- Has read and understands the policy
- Has agreed to comply with the policy

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.
CONFLICT OF INTEREST POLICY

Name: _____

I have received a copy of the Conflict-of-Interest Policy.
I have read the Audubon Trace Condominium Association Inc.'s Conflict of Interest Policy and understand its provisions, and I agree to comply with the policy. In addition, I recognize the need to maintain confidentiality regarding information I might receive as a Board Member of Audubon Trace Condominium Association Inc.

Date _____

Signature _____