

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

MARCH 15, 2023

Location: UNIT \_\_\_\_\_

**I. Meeting called to order by \_\_\_\_\_ 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. Governance Committee
- G. Elections Committee
- H. Permits-Landscape Committee
- I. Social-Welcome Committee
- J. Strategic Planning Committee

**IV. Old Business**

- A. Status of Building 9 Clean-up by SERVPRO
- B. Parking Violations

**V. New Business**

- A. Shrub Planting on west side of property
- B. Insurance

**VI. Comments and Announcements**

**VII. Adjournment**

Next meeting date: April 26, 2023

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
Wednesday, March 15, 2023

**11th Meeting of the Fiscal Year 2022 – 2023**

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

Board members absent: Gary Vincent (proxy given to Stephanie Prunty; Tina Jumonville (proxy given to Pat Traina).

Management present: Tim Munch, Property Manager and Jeff Adams, Assistant Property Manager.

- I. **Call to Order** – Stephanie Prunty called the meeting to order at 5:44pm at Unit 2704 Audubon Trace.
- II. **Approval of Agenda** – Sawese Bugbee moved to approve the agenda, Al Lafaye seconded. Agenda was unanimously approved.
- III. **Reports** –
  - A. **Property Manager** –
    - Servpro has completed Phase 1 of Building 9 fire which includes removing interior furnishings.
    - Servpro is working on Phase 2 contract to mitigate the interior of the units (remove sheetrock, clean exposed wooden studs and seal).
    - Delta Enterprises in the process of submitting an estimate for Building 9 common element repairs.
    - South pool leak has been repaired and hole has been back filled. Pump operating normally 8:00am to 5:00pm. It is currently sharing a circuit with streetlights. Both cannot operate at the same time.
    - South side of Building 22 is complete with iron fencing and grass. The partition and fencing on unit 2204 is still being prepped.
    - Building 10 fencing is being prepped. Flanged post supports have been installed and painted.
    - Parking lots restriping is complete.
    - All living fence plants have been planted, including several extra by south pool.
    - Several of the signs along the street have been repainted and the rest are in the process of being repainted and/or replaced.
  - B. **President** – no report at this time.
  - C. **Treasurer** – Stephanie Prunty – no report at this time. Plan to set up a Budget Committee meeting by the end of April.
  - D. **Legal Liaison** – Stephanie Prunty moved to go into executive session regarding the Ketry matter. Al Lafaye seconded. Motion passed unanimously. The Board went into executive session at 5:56pm. Stephanie Prunty moved to go out of executive session. Al Lafaye seconded. Unanimously approved. Board exited executive session at 6:06pm

- E. **Communications** – Patricia Williamson handed out for discussion a worksheet the committee developed with ideas for delivering notices and a spreadsheet with survey results. Also up for discussion was adding an addendum to lease documents. Next meeting is scheduled for April 3, 2023.
- F. **Governance** – Stephanie Prunty submitted 2/20/23 minutes for review. She submitted minutes from the first meeting of Strategic Planning Committee.
- G. **Elections Committee** – Stephanie Prunty submitted minutes from the 2/23/23 meeting noting the test election ballots have been sent out.
- H. **Permits-Landscape Committee** – Al Lafaye - no report at this time.
- I. **Social-Welcome Committee** – Pat Williamson – no report at this time.

IV. **Old Business** –

- A. **Status of Building 9 Clean-up by SERVPRO** – Phase 1 is complete. Working on Phase 2 (remove sheetrock, clean exposed wood studs and seal).
- B. **Parking Violations** – this has been addressed by the Property Manager.

V. **New Business** –

- A. **Shrub Planting on west side of property** – Pat Williamson suggested planting the extra bushes on the west side of the property in front of lattice fence. Property Manager explained why it isn't a good idea as plants against wood cause the fencing to rot. He also informed the Board that the extra plants were planted by the south pool.
- B. **Insurance** – new insurance proposal was presented and discussed. New policy went up as expected from \$334,050.81 to \$672,413.10. The Board asked the Property Manager to get information on the terms should they decide to choose the 25% down with monthly installments option, noting that this is the first time a financing option was offered. Stephanie Prunty moved to accept the new premium of \$672,413.10 with 25% down with monthly installments. Al Lafaye seconded. Motion passed unanimously.

VI. **Comments and Announcements** – Nothing at this time.

VII. **Adjournment** – Stephanie Prunty moved to adjourn. Pat Williamson seconded. Meeting adjourned at 6:45pm.

Next meeting date: April 26, 2023.

*Sawese Bugbee*

(Electronically signed)  
Sawese Bugbee, Board Secretary  
Unit 207

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF THE COMMUNICATION COMMITTEE  
Monday - March 13, 2023

Meeting called to order by Pat Williamson at 6:30 pm at the 604 Audubon Trace

Board members present: Donna Bourg, Chris Sherwood, Jason Calmes, Pat Williamson

**1. NEW BUSINESS -**

- a. **MAXIMIZATION OF COMMUNICATION METHODS** - Jason Calmes submitted a suggestion that news would be best shared between website, email, and letter (mail or door) depending on its importance. Further discussion to rate correspondence location will be discussed in the next meeting assuming board approves.
- b. **SURVEY FORMS** - Survey forms have been categorized according to topic and Pat Williamson will work on a more in-depth report to submit to the board.

**2. OLD BUSINESS**

- a. **HANDBOOK**- All formatting issues have been resolved and the handbook will be completed after feedback from the board as to whether the special policies should be included as well.

**3. ADJOURN -**

- a. The meeting was adjourned at 8:30.

Submitted for publication on the 15 day of March, 2023.

Pat Williamson

Pat Williamson, Unit 604

(signed electronically)

Audubon Trace Condominium Association  
Governance Committee  
Monday, February 20, 2023

The Governance Committee held its fifth meeting of the fiscal year on Monday, February 20, 2023, at Unit 2704.

Present: Co-Chair Stephanie Prunty (2704), Co-Chair Gary Vincent (3101), Donna Bourg (3011), Jason Calmes (603), Linda Harang (602), Mary Jane Post 802), and Maria Zabalaoui (707).

AWN (Absent With Notice; illness in family): Bruce Donnelly.

Stephanie Prunty called the meeting to order at 6:40 pm.

1. The committee began its discussion of the By Laws – Introduction, and Sections 1-4. Changes were proposed in Sections 1.01, 3.01, 3.02 (A), 3.02 (C), 4.01, 4.02, 4.02 (A), 4.02 (C), 4.02 (D), 4.02 (E), 4.02 (G), 4.03, 4.04, 4.05, 4.06, 4.07, and 4.07 (A). The committee unanimously agreed with the proposed changes to these sections. Some of the changes are linguistic, and some are substantive.
2. The committee has not completed its review of Section 4, but expects to complete that review for the next committee meeting. Stephanie Prunty confirmed that the Board received approximately 6 proposed changes to the By Laws from owners. All of the proposed changes received from owners pertain to Section 4. The committee will review each owner's suggestion, discuss the merits, and decide whether to incorporate it into the changes already agreed to by the committee.
3. The committee will hold what is expected to be its last "study and discussion" meeting on Tuesday, March 21, 2023, at Unit 2604, starting at 6:30 pm.
4. Before the next meeting, the committee members will read and be prepared to discuss the owner suggestions to Section 4, and discuss all remaining Sections of the By Laws, Sections 5-8.
5. Upon completion of its review of the By Laws, the committee will present the Board with a comprehensive report of all changes proposed to the Declaration and to the By Laws. The Board will then decide which, if any, of the committee's proposed changes will be submitted to the owners for a vote.

Governance Committee  
February 20, 2023  
Page 1

6. Stephanie Prunty adjourned the meeting at 10:15 pm.

Linda Harang, Unit 602  
Committee Secretary

Audubon Trace Condominium Association  
Elections Committee  
Thursday, February 23, 2023

The Elections Committee held its sixth meeting of the fiscal year on Thursday, February 23, 2023, at Unit 2704.

Present: Co-Chair Stephanie Prunty (2704), Co-Chair Gary Vincent (3101), Jason Calmes (603), Linda Harang, Becky Wollman (3023).

AWN (Absent With Notice): Teva Ostarly (2501).

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

1. The committee discussed the “delinquency” letter, i.e. “in/not in good standing” letter that the Manager will send out in late March to all owners. The committee discussed the format and content of the letter.
2. The committee discussed how to best prepare and issue the “in/not in good standing” letters for cost and expediency. Jason Calmes, Becky Wollman, and Stephanie Prunty will work with the Bookkeeper and the Manager to devise a software program that can be used to expedite the issuance of these letters.
3. Jason Calmes presented a “mock” election Ballot, with a “mock” set of 13 candidates (snowball flavors), complete with a brief statement of each candidate’s proposed qualifications, and each candidate’s proposed platform. Acting as a “mock” Board, the committee reviewed each candidate’s qualifications and disqualified the candidates who did not meet the standards that are required for Board candidacy.
4. Jason Calmes presented a “mock” Ballot, on watermarked paper, in various test colors, and that included the new Ballot format, with the Unit number and a unique, random identifying number on each Ballot. The committee discussed the paper choices, color choices, and the Ballot format.
5. In the next week, the Manager will send an email to a select group of “test owners”, asking if they will participate in the “mock election”. The “test owners” were selected from among the various Committee memberships. Each “test owner” will be mailed a Ballot packet by the Auditor, and will be given certain instructions about how to fill out their Ballot. Some will be directed to deliberately do something that is prohibited. This will test the ability of the Auditor to spot/identify mistakes and errors in the Ballots, in accord with the newly adopted Ballot protocols.

6. The committee discussed whether it should recommend to the Board that the Board consider adopting a policy that any elected Board member who seeks to serve in the capacity of an officer who has check-signing authority (President, Vice President, Treasurer), should, in addition to all other Board membership requirements, agree to submit to some degree of criminal background check. The purpose of this check is to provide a higher level of security for our financial accounts, and to provide another layer of accountability for our security Bond, and our E & O policy. The committee did not reach a final decision on this issue, but will discuss it again at the committee's next meeting.
7. The next committee meeting will be Monday, March 20, 2023, at Unit 2704, at 6:30 pm.
8. Stephanie Prunty adjourned the meeting at 8:15 pm.

Linda Harang, Unit 602  
Committee Secretary



**ATCA Strategic Planning Committee  
2022-2023 Term  
First Meeting  
Wednesday, March 1, 2023, 6:30 pm  
Unit 2704**

**Members Present**

Donna Bourg (3011)

Jason Calmes (603), Secretary

Rodney Lenfent (1608), Present over speakerphone due to travel issues

Stephanie Prunty (2704), Vice-Chair, Board Member

Chris Sherwood (3624)

Gary Vincent (3101), Chair, Board Member

Becky Wollman (3023)

**Members Absent**

None

**Others Present**

None

**Actions**

Jason Calmes to set up a file-sharing location

Jason Calmes to provide electronic copies of Draft Topics and Draft Statements

Committee Members invited to provide draft Mission Statement edits

Committee Members invited to provide Topics for Strategic Planning and draft priorities

**Next Meeting**

Monday, March 27, 2023, 6:30 pm

Unit 2704

Call to Order: 6:31 pm by Gary Vincent, Chair

All members agreed to the Committee Code of Conduct.

Jason Calmes was named Secretary for the Committee.

Initial discussion on draft Mission Statements and Vision Statements provided by Rodney Lenfent prior to meeting. Members to work Mission statement for the Committee. Members will also work on draft Mission and Vision Statements for Association, to be provided to the Board following future Committee Meeting.

Jason Calmes took the action to provide electronic versions of the draft statements.

Stephanie Prunty solicited input from the Property Manager on longer-term issues facing the Property and common inquiries he receives from the AT Community. These include EV Chargers, Reserves, Staffing, Steps, Trash Pickup, Windows. While the Committee was discussing these and other potential topics, the Committee decided to provide input for a common list. Draft priority will be assigned at the next Committee meeting. Input from the Board, Property Manager, and the AT Community will be solicited afterwards.

Jason Calmes took the action to create a common file sharing location that will be transferrable to future custodians.

Discussion followed on the process and deliverables, such as reports on topics that include, as appropriate, pros, cons, costs, obstacles, safety concerns, maintenance effects. Investigation into a topic should be objective and research-oriented. Recommendations will be based on that research. Topics with long-standing obstacles or disagreements can still be researched and documented to provide a common set of facts and common understanding.

A survey will be developed following an upcoming Committee meeting to solicit input from the AT Community.

The Members discussed their backgrounds.

Next Meeting was set for Monday, March 27, 2023, 6:30 pm at Unit 2704.

Gary Vincent motioned to adjourn the meeting at 7:42 pm. Stephanie Prunty seconded, and the motion passed unanimously.