

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**AGENDA OF THE BOARD OF DIRECTORS**  
JANUARY 25, 2023

Location: UNIT 2704

**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. Communications Committee
- E. Governance Committee
- F. Elections Committee
- G. Permits-Landscape Committee
- H. Social-Welcome Committee
- I. Legal Liaison

**IV. Old Business**

- A. Board Communication Report
- B. Deferment of HOA dues for fire victims
- C. Website Update
- D. Strategic Planning Committee

**V. New Business**

- A. Temporary Lighting near Buildings 9 & 10
- B. Viburnum Maintenance
- C. Unit 603 Owner's January 17, 2023, E-mail to Board:  
Unit 1904 owners observed working in and altering items in Common Elements.
- D. Property Manager Communication to Owners

**VI. Comments and Announcements**

**VII. Adjournment**

Next meeting date: March 15, 2023

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
Wednesday, January 25, 2023

**8th Meeting of the Fiscal Year 2022 – 2023**

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

Board member(s) absent: Pat Traina

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

- I. **Call to Order** – Tina Jumonville called the meeting to order at 5:33pm at Unit 2704 Audubon Trace.
- II. **Approval of Agenda** – Stephanie Prunty moved to approve the agenda; Pat Williamson seconded. The agenda was unanimously approved.
- III. **Reports** –
  - A. **Property Manager** – report is attached to these minutes.
  - B. **President** – Tina Jumonville - no report at this time.
  - C. **Treasurer** – Stephanie Prunty distributed financials for the six months ended 12/31/22, and a summary explanation (attached to these minutes). Stephanie Prunty moved to approve the report and to publish it on the ATCA website. Pat Williamson seconded. Motion passed unanimously.
  - D. **Communications** – Patricia Williamson reported all the surveys have been collected. After discussion, it was decided the Committee will prepare a synopsis of the results, with suggestions of what to do based on those comments – and send the summary to the Board for review.
  - E. **Governance** – Stephanie Prunty distributed minutes from the last 2 meetings (12/7/23 and 1/17/23 - attached). She confirmed that as of the date of our meeting the Board had not received any proposed changes to the Declaration. Proposed changes were due to be submitted by owners by November 30, 2022 (not 2023). The Committee is finished with its initial review of the Declaration. Will not present proposed changes to the Declaration until review of the By Laws is complete. The Committee's goal for its final report is mid-June 2023. Request of Bruce Donnelly to join the committee was noted. The committee is fine with his participation upon his signing the Code of Conduct, Confidentiality Clause, and agreeing to the findings of the committee.
  - F. **Elections Committee** – Stephanie Prunty – The Committee is in the process of testing and the testing is just getting started. The Committee reviewed items the Board could use to validate eligibility to run for a Board position and recommended that owners who wish to run for the Board provide proof of homestead exemption and two forms of government issued identification and to attest on the application form that all information submitted is true and accurate. Stephanie Prunty moved, and Gary Vincent seconded the motion to approve the recommended requirements. Motion unanimously approved.
  - G. **Permits-Landscape Committee** – Al Lafaye - no report at this time.
  - H. **Social-Welcome Committee** – Tina Jumonville - nothing is currently planned.

- i. **Legal Liaison** – Stephanie Prunty moved, and Al Lafaye seconded to go into executive session to discuss the litigation of the Ketry case. Tina Jumonville moved, and Gary Vincent seconded to exit executive session.

IV. **Old Business –**

- A. **Board Communications Report** – Tina Jumonville – there were no messages specifically for the Board to address. She reminded the members that the Board will not publish messages/questions specifically for action by the Property Manager. All emails sent to the Property Manager, copying the Board, will be addressed by the Property Manager.
- B. **Deferment of HOA dues for fire victims** – Tim Munch reported that one of the unit owners will pay by the end of June; one is still paying monthly; and one has not yet responded. Tim Munch will follow regular rules for late or non-payment dues.
- C. **Website Update** – Tim Munch reported the site is fully operational but may need a few tweaks.
- D. **Strategic Planning Committee** – Gary Vincent reported the committee is working on a mission statement, goals and membership which would be a Chair, Co-chair and 5 to 6 members. Stephanie Prunty moved, Tina Jumonville seconded to appoint Gary Vincent as Chair and Stephanie Prunty Co-chair. Motion passed unanimously.

V. **New Business –**

- A. **Temporary Lighting near Buildings 9 & 10** – The Board discussed this issue and decided no additional lighting is necessary at this time.
- B. **Viburnum Maintenance** – Tim Munch reported watering is being done almost every other day. Existing plants which were planted as a test have been pruned to a height of 7 feet and trimmed.
- C. **Unit 603 Owner's 1/17/23 email to Board Unit 1904 owners observed working in and altering items in Common Elements** – Tim Munch reported both situations have been taken care of noting that next time there might be fines incurred. All changes to Common Elements must be approved by the Property Manager.
- D. **Property Manager Communication to Owners** – The Board suggested including a notation in the current communication report that would explain why a certain item that was in the previous week's report did not move forward.

- VI. **Comments and Announcements** – Open Meeting is scheduled for February 13. This will be an open meeting, not a Board meeting. Formatting for the meeting was discussed.

- VII. **Adjournment** – Tina Jumonville moved to adjourn. Pat Williamson seconded. Meeting adjourned at 8:03pm.

Next meeting date: Wednesday, March 15, 2023.

*Sawese Bugbee*

(Electronically signed)  
Sawese Bugbee, Board Secretary  
Unit 207

## Property Manager Report – January 2023

- Bldg. 30 Carpentry and Painting continues.
- Building 20 is next for cleaning, carpentry, and painting.
- Patio replacement is completed on Building 10 and units 2202, 2203, and 2204.
- Waiting for fence brackets to install fences on building 10 and 22.
- Waiting for ground to compact and settle before planting grass on building 22. Winter Rye Grass have been spread in the meantime.
- Leak at South Pool is being repaired.
- There 15 more plants that need to be planted to complete living fence project.
- Contractor waiting for better weather to restriping parking lots.
- Waiting for Bldg. 9 Owners to sign off on access agreement to allow Servpro to begin building 9 fire damaged materials removal starting ??????. Building Contractor, Delta Enterprises, will start exterior rebuild ??????
- Trimming of Living Fence completed by building 12 & 18.
- Owners will need to pick up and sign for Pool Keys at management office starting February 1<sup>st</sup>. There will only be one key per unit. Keys will not be mailed to owners. Lost keys will cost \$100.00 to replace.

AUDUBON TRACE CONDOMINIUM ASSOCIATION

TREASURER'S REPORT JANUARY 25, 2023

FINACIALS PRESENTED – FOR THE SIX MONTHS ENDED December 31, 2022

Cash on Hand: Reserves \$1,008,632.07  
Operations: Checking \$167,300.44  
Savings \$ 261,135.84  
Ida Acct \$ 52,703.84  
Total Operations \$481,140.12

For the Six Months Ended December 31, 2022 there is an excess of expenditures over  
Billed Dues of \$(48333.28).

Budget overages include:

Bookkeeping \$ 13,229.12 The detailed review of accounts receivable is done and by June 30, 2023 cost should be in line with budgeted amount for the year.

Legal Fees \$10,913.67. This cost includes liens filed for delinquent accounts and litigation.

Water Overage of \$15273.67 is due to the Fire at Building 9 as the fire was on our private street. Property Manager will attempt some relief from the parish.

Grass cutting \$4214.52 This extra cost belongs to the prior year budget but was paid in July of 2022 and is a timing difference.

Total \$43630.98 This accounts for most of the deficit for the period July 1, 2023 through December 31, 2023.

Accounts Receivable at December 31, 2022 total \$14092.99. There are five units that total \$38077.32. Liens have been filed on all units – successions, deceased, for sale; Building 9 owners have been given a temporary suspension with payment plans due to the fire. All other owners are either current or have prepayments to apply to future monthly dues.

## Audubon Trace Condominium Association, Inc.

## Balance Sheet

As of December 31, 2022

01/25/23

Accrual Basis

|  | Dec 31, 22          |
|--|---------------------|
| <b>ASSETS</b>                          |                     |
| <b>Current Assets</b>                  |                     |
| <b>Checking/Savings</b>                |                     |
| Carter Credit Union Bank               | 2.64                |
| Cash -Reserve Investments              |                     |
| Barclays Bank CD                       | 199,468.15          |
| Cash Brokerage                         | 3,958.26            |
| Center State Bank CD                   | 198,894.91          |
| Cetera Brokerage                       | 156,561.16          |
| Eagle Bank MD CD                       | 201,731.25          |
| FNB Dakota CD                          | 248,008.34          |
| <b>Total Cash -Reserve Investments</b> | <b>1,008,632.07</b> |
| Cash Svgs Reserve 5930                 | 261,135.84          |
| Petty Cash                             | 790.93              |
| Special Assessment Account IDA         | 52,703.84           |
| Whitney National Bank                  | 167,300.44          |
| <b>Total Checking/Savings</b>          | <b>1,490,565.76</b> |
| <b>Accounts Receivable</b>             |                     |
| Accounts Receivable                    | 14,092.99           |
| <b>Total Accounts Receivable</b>       | <b>14,092.99</b>    |
| <b>Other Current Assets</b>            |                     |
| NSF Receivable                         | 3,729.91            |
| Prepaid Insurance                      | 76,230.43           |
| <b>Total Other Current Assets</b>      | <b>79,960.34</b>    |
| <b>Total Current Assets</b>            | <b>1,584,619.09</b> |
| <b>Fixed Assets</b>                    |                     |
| 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           |
| <b>Total Fixed Assets</b>              | <b>23,832.08</b>    |
| <b>TOTAL ASSETS</b>                    | <b>1,608,451.17</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                     |
| <b>Equity</b>                          |                     |
| Provision For Reserves                 | 1,004,523.18        |
| Reserve-Current Year                   |                     |
| Reserve Fund Income                    |                     |
| Current Year Reserve Income            | 87,499.98           |
| <b>Total Reserve Fund Income</b>       | <b>87,499.98</b>    |
| <b>Total Reserve-Current Year</b>      | <b>87,499.98</b>    |
| <b>Reserve Fund Expenses</b>           |                     |
| Driveways/Streets                      | -102,025.00         |
| Roof Repairs                           | -3,340.00           |
| Step Replacement Project               | -10,387.50          |
| <b>Total Reserve Fund Expenses</b>     | <b>-115,752.50</b>  |
| Retained Earnings                      | 708,283.58          |
| Net Income                             | -76,103.07          |
| <b>Total Equity</b>                    | <b>1,608,451.17</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>1,608,451.17</b> |

**Audubon Trace Condominium Association, Inc.**  
**Profit & Loss Budget vs. Actual**

Accrual Basis

July through December 2022

|                                   | Jul - Dec 22      | Budget            | \$ Over Budget   |
|-----------------------------------|-------------------|-------------------|------------------|
| <b>Ordinary Income/Expense</b>    |                   |                   |                  |
| <b>Income</b>                     |                   |                   |                  |
| Dues                              | 544,084.80        | 542,913.00        | 1,171.80         |
| Other Income                      |                   |                   |                  |
| Cox Commissions                   | 3,441.72          | 3,147.42          | 294.30           |
| Dues Adjustments                  | -0.21             | -697.74           | 597.53           |
| Fee Income                        |                   |                   |                  |
| Late Fee                          | 1,200.00          | 250.00            | 950.00           |
| <b>Total Fee Income</b>           | <b>1,200.00</b>   | <b>250.00</b>     | <b>950.00</b>    |
| Other Income - Other              | 0.00              | 0.00              | 0.00             |
| <b>Total Other Income</b>         | <b>4,641.51</b>   | <b>2,799.68</b>   | <b>1,841.83</b>  |
| <b>Total Income</b>               | <b>548,726.31</b> | <b>545,712.68</b> | <b>3,013.63</b>  |
| <b>Gross Profit</b>               | <b>548,726.31</b> | <b>545,712.68</b> | <b>3,013.63</b>  |
| <b>Expense</b>                    |                   |                   |                  |
| *Reconciliation Discrepancies     | 0.00              | 0.00              | 0.00             |
| Administration                    |                   |                   |                  |
| Automobile                        |                   |                   |                  |
| Repairs                           | 1,079.55          | 300.00            | 779.55           |
| Truck and Equipment Gas           | 997.10            | 2,650.00          | -1,552.90        |
| Automobile - Other                | 20.00             |                   |                  |
| <b>Total Automobile</b>           | <b>2,096.65</b>   | <b>2,650.00</b>   | <b>-753.35</b>   |
| Bank Service Charges              | -27.00            | 54.00             | -81.00           |
| Bookkeeping                       | 19,229.12         | 6,000.00          | 13,229.12        |
| CPA Audit/Taxes                   | 0.00              | 3,000.00          | -3,000.00        |
| Donations                         | 0.00              | 0.00              | 0.00             |
| Dues and Subscriptions            | 370.00            | 212.52            | 157.48           |
| Meeting Room Rental               | 460.00            | 450.00            | 10.00            |
| Miscellaneous                     | 0.00              | 250.02            | -250.02          |
| Office Equipment Maintenance      | 445.00            | 240.00            | 205.00           |
| Office Phone                      |                   |                   |                  |
| Alarm Service                     | 204.00            | 204.00            | 0.00             |
| Cellular Service                  | 1,015.56          | 1,008.00          | 7.56             |
| Internet Service                  | 640.91            | 692.40            | -51.49           |
| Office Business Phone             | 2,282.64          | 2,220.00          | 62.64            |
| <b>Total Office Phone</b>         | <b>4,143.11</b>   | <b>4,124.40</b>   | <b>18.71</b>     |
| Office Supplies                   | 1,962.69          | 900.00            | 1,062.69         |
| Payroll Expenses                  |                   |                   |                  |
| Employee Benefits                 |                   |                   |                  |
| Dental Ins                        | 1,139.05          | 0.00              | 1,139.05         |
| Health Insurance                  | 32,046.45         | 41,181.02         | -9,144.57        |
| Lunches                           | 0.00              | 400.02            | -400.02          |
| <b>Total Employee Benefits</b>    | <b>33,185.50</b>  | <b>41,591.04</b>  | <b>-8,405.54</b> |
| Payroll Processing Fees           | 924.70            | 786.00            | 138.70           |
| <b>Total Payroll Expenses</b>     | <b>34,110.20</b>  | <b>42,377.04</b>  | <b>-8,266.84</b> |
| Payroll Tax Expenses              |                   |                   |                  |
| Federal Unemployment Tax          | 0.00              | 126.00            | -126.00          |
| Medicare                          | 2,123.27          | 2,085.32          | 38.85            |
| Social Security                   | 3,078.80          | 8,920.88          | -5,842.08        |
| State Unemployment Tax            | 0.00              | 23.10             | -23.10           |
| <b>Total Payroll Tax Expenses</b> | <b>11,202.07</b>  | <b>11,156.10</b>  | <b>45.97</b>     |
| Postage                           | 88.99             | 237.48            | -148.49          |
| Professional Fees                 |                   |                   |                  |
| Legal Fees                        | 14,683.67         | 3,750.00          | 10,913.67        |
| <b>Total Professional Fees</b>    | <b>14,683.67</b>  | <b>3,750.00</b>   | <b>10,913.67</b> |
| Special Events                    | 1,128.51          | 0.00              | 1,128.51         |
| Wages & Labor                     |                   |                   |                  |
| Employee Bonus                    | 0.00              | 4,000.00          | -4,000.00        |
| Hourly Wages- Staff               | 69,678.10         | 72,780.48         | -3,101.98        |
| Salaries - Admin.                 | 77,088.63         | 71,101.80         | 5,987.83         |
| <b>Total Wages &amp; Labor</b>    | <b>146,766.73</b> | <b>147,882.28</b> | <b>-1,113.55</b> |
| Website Expense                   | 2,789.84          | 299.84            | 2,500.00         |
| Administration - Other            | 77.58             |                   |                  |
| <b>Total Administration</b>       | <b>239,619.48</b> | <b>223,783.78</b> | <b>15,735.68</b> |
| Ask My Accountant                 | -10.05            |                   |                  |
| Bad Debt                          | 511.18            | 0.00              | 511.18           |
| Bank Service Charges              | 27.00             |                   |                  |
| Operating Expenses                |                   |                   |                  |
| Contracts                         |                   |                   |                  |
| Gross Cutting                     | 30,214.50         | 25,998.88         | 4,214.52         |

**Audubon Trace Condominium Association, Inc.**  
**Profit & Loss Budget vs. Actual**

July through December 2022

|  | Jul - Dec 22      | Budget            | \$ Over Budget    |
|--|-------------------|-------------------|-------------------|
| <b>Landscape Maintenance</b>           |                   |                   |                   |
| Bedding, Maintenance                   | 980.00            | 879.98            | 0.02              |
| Landscape Trimming                     | 0.00              | 2,200.02          | -2,200.02         |
| Tree Removal                           | 0.00              | 4,000.02          | -4,000.02         |
| Landscape Maintenance - Other          | 380.00            |                   |                   |
| <b>Total Landscape Maintenance</b>     | <b>1,360.00</b>   | <b>7,180.02</b>   | <b>-5,820.02</b>  |
| <b>Pest Control</b>                    | <b>4,850.00</b>   | <b>4,950.00</b>   | <b>0.00</b>       |
| Pest Control-Termites                  | 11,060.00         | 10,737.00         | 323.00            |
| Trash Removal                          |                   |                   |                   |
| Curbside Waste Disposal                | 12,081.38         | 12,081.38         | 0.00              |
| Dumpster Service                       | 4,523.14          | 3,480.00          | 1,043.14          |
| Recycling                              | 0.00              | 0.00              | 0.00              |
| Trash Removal - Other                  | 0.00              | 0.00              | 0.00              |
| <b>Total Trash Removal</b>             | <b>18,604.50</b>  | <b>15,561.38</b>  | <b>1,043.14</b>   |
| <b>Total Contracts</b>                 | <b>64,189.00</b>  | <b>64,428.38</b>  | <b>-239.38</b>    |
| <b>Insurance</b>                       |                   |                   |                   |
| Auto Insurance                         | 2,970.00          | 2,845.02          | 124.98            |
| Commercial Umbrella (\$10 mil)         | 2,369.50          | 2,368.50          | 0.00              |
| Crime/Directors & Officers             | 338.00            | 4,735.58          | -4,399.58         |
| Fidelity Bond                          | 478.52            | 478.52            | 0.00              |
| Flood                                  | 18,339.00         | 22,500.00         | -4,161.00         |
| General Liability Policy               | 9,082.82          | 9,082.82          | 0.00              |
| Property Commercial                    | 152,124.78        | 152,125.02        | -0.24             |
| Surety Bond                            | 0.00              | 0.00              | 0.00              |
| Workman's Comp                         | -284.00           | 2,652.02          | -2,936.02         |
| <b>Total Insurance</b>                 | <b>185,418.42</b> | <b>196,798.26</b> | <b>-11,381.84</b> |
| <b>Maintenance &amp; Repairs</b>       |                   |                   |                   |
| Appliance/Equipment                    | 0.00              | 602.64            | -602.64           |
| Electrical                             | 57.85             | 738.00            | -680.15           |
| Garage Doors                           | 0.00              | 750.00            | -750.00           |
| Landscaping/Tree Maintenance           | 7,621.49          | 0.00              | 7,621.49          |
| Lumber & Construction                  | 21,362.01         | 10,000.02         | 11,361.99         |
| Plumbing                               | 5,858.37          | 4,899.98          | 958.39            |
| Pool Supplies and Maintenance          | 9,838.52          | 9,000.00          | 938.52            |
| Roof Repairs                           | 1,875.60          | 0.00              | 1,875.60          |
| Security/Locks/Keys                    | 2,382.50          | 499.98            | 1,882.52          |
| Signs                                  | 0.00              | 189.98            | -189.98           |
| Tools                                  | 305.15            | 600.00            | -294.85           |
| Maintenance & Repairs - Other          | 430.00            | 0.00              | 430.00            |
| <b>Total Maintenance &amp; Repairs</b> | <b>49,530.89</b>  | <b>27,390.60</b>  | <b>22,540.29</b>  |
| <b>Utilities</b>                       |                   |                   |                   |
| Electric                               | 12,202.01         | 10,128.00         | 2,074.01          |
| Water                                  | 45,273.67         | 30,000.00         | 15,273.67         |
| <b>Total Utilities</b>                 | <b>57,475.68</b>  | <b>40,128.00</b>  | <b>17,347.68</b>  |
| <b>Total Operating Expenses</b>        | <b>357,011.99</b> | <b>328,745.22</b> | <b>28,266.77</b>  |
| Suspense                               | 0.00              | 0.00              | 0.00              |
| <b>Total Expense</b>                   | <b>597,059.59</b> | <b>552,529.00</b> | <b>44,530.59</b>  |
| <b>Net Ordinary Income</b>             | <b>-48,333.28</b> | <b>-6,816.32</b>  | <b>-41,516.96</b> |
| <b>Other Income/Expense</b>            |                   |                   |                   |
| <b>Other Income</b>                    |                   |                   |                   |
| Ida Assessment Income                  |                   |                   |                   |
| Hurricane Ida expenses                 | -32,027.85        | 0.00              | -32,027.85        |
| Ida Assessment Income - Other          | 0.00              | 0.00              | 0.00              |
| <b>Total Ida Assessment Income</b>     | <b>-32,027.85</b> | <b>0.00</b>       | <b>-32,027.85</b> |
| Insurance Proceeds Ida                 | 0.00              | 0.00              | 0.00              |
| Interest Income                        |                   |                   |                   |
| Interest Savings                       | 7.07              | 0.00              | 7.07              |
| Interest Income - Other                | 4,251.09          | 0.00              | 4,251.09          |
| <b>Total Interest Income</b>           | <b>4,258.16</b>   | <b>0.00</b>       | <b>4,258.16</b>   |
| Miscellaneous Other Income             | 0.00              | 0.00              | 0.00              |
| Special Assessment Income              | 0.00              | 0.00              | 0.00              |
| <b>Total Other Income</b>              | <b>-27,769.79</b> | <b>0.00</b>       | <b>-27,769.79</b> |
| <b>Other Expense</b>                   |                   |                   |                   |
| Void                                   | 0.00              | 0.00              | 0.00              |
| <b>Total Other Expense</b>             | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       |
| <b>Net Other Income</b>                | <b>-27,769.79</b> | <b>0.00</b>       | <b>-27,769.79</b> |
| <b>Net Income</b>                      | <b>-76,103.07</b> | <b>-6,816.32</b>  | <b>-69,286.75</b> |



Audubon Trace Condominium Association  
Governance Committee  
Wednesday, December 7, 2022

The Governance Committee held its third meeting of the fiscal year on Wednesday, December 7, 2022, at Unit 2704.

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

AWN (Absent With Notice; illness): Mary Jane Post (802); Pat Traina (501)

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

1. Stephanie Prunty explained that since we had a “homework” assignment for this meeting, there is no agenda. Our task at this meeting is to discuss the Declaration sections that were assigned for reading.
2. Stephanie Prunty reported that the Board has not received any Owner proposals for changes to the Declaration, to date.
3. The committee discussed Sections 10-17. Changes were proposed in Sections 10-C, 10-E, 10-G; 11-A, 11-G; 13; and 16. The committee agreed with the proposed changes to these sections, and confirm that these are not substantive changes. The new proposed language merely codifies and clarifies ATCA practice since 2000.
4. The committee had a lengthy discussion about Section 16, “Lease Restrictions of a Unit Owner.” Specifically, the committee proposes new language for Section 16 as it presently exists, but also unanimously agrees that we should explore the legality of changing our Declaration so as to prohibit all rentals of Audubon Trace units, with the rule change to apply prospectively only. Because of the legal implications of such a change, the committee agrees that the committee should have a legal opinion from the Board’s attorney regarding such a change before any language is proposed or specifics are discussed. Therefore, the committee asks its Board members to offer a motion to said effect at the next Board meeting.
5. Before the next meeting, the committee members agreed to read and be prepared to begin analysis and discussion on the remaining Sections 18-23.

6. The next meeting is set for Tuesday, January 17, 2023, at 6:30 pm, at Unit 2704.
7. Stephanie Prunty adjourned the meeting at 8:05 pm.

Linda Harang, Unit 602  
Committee Secretary

Audubon Trace Condominium Association  
Governance Committee  
Tuesday, January 17, 2023

The Governance Committee held its fourth meeting of the fiscal year on Tuesday, January 17, 2023, at Unit 2704.

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

AWN (Absent With Notice; illness): Mary Jane Post (802); Pat Traina (501)

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

1. The committee discussed Sections 18-23. Changes were proposed in Sections 18 and 23. The committee agreed with the proposed changes to these sections, and confirms that these are linguistic, not substantive, changes. The new proposed language merely clarifies the provisions of these Sections.
2. Stephanie Prunty confirmed that at no time did the Board receive any proposed changes to the Declaration from any owners, and the November 30, 2022, deadline for submission of proposed changes has passed.
3. The committee is please to report that the goal it set at its initial 9/26/22 meeting – to be finished with its initial review of the Declaration in time for the Board’s January 2023 meeting – has been met.
4. The committee is finished with its initial review of the Declaration. The committee recognizes that during its review of the By Laws it might be necessary to re-visit one or more provisions of the Declaration, so that the two documents remain consistent with each other. Therefore, the committee will not present its proposed changes to the Declaration until its review of the By Laws is complete. Then, the committee will present the Board with its final proposed changes to both documents at the same time. The committee’s goal for its final report is mid-June, 2023.
5. Before the next meeting, the committee members agreed to read and be prepared to begin analysis and discussion on Sections 1-4 of the By Laws.

6. The next meeting is set for Monday, February 13, 2023, at 6:30 pm, at Unit 2704.
7. Stephanie Prunty adjourned the meeting at 8:20 pm.

Linda Harang, Unit 602  
Committee Secretary