

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

Wednesday, December 6, 2023

Members Present:

Management Present:

- I. **Call to Order:**
- II. **Reports:**
 - A. **Property Manager**
 - B. **President**
 - C. **Vice President**
 - D. **Treasurer**
 - E. **Legal**
 - F. **Budget Committee**
 - G. **Elections Committee**
 - H. **Governance Committee**
 - I. **Permits Committee**
 - J. **Social/Welcome Committee**
 - K. **Strategic Planning Committee**
- III. **Old Business**
 - A. **New Members**
 - B. **Legal Liaison**
- IV. **New Business**
 - A. **Assignment of President**
 - B. **Board Vacancy**
 - C. **Announcement of Resignation**
- V. **Adjournment**

Next meeting date: January 24, 2024 – Open Board

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Wednesday, December 06, 2023

7th Meeting of the Fiscal Year 2023 – 2024

Board members present: Stephanie Prunty, Donna Bourg, Gary Vincent, Jason Calmes, Becky Wollman and Sawese Bugbee.

Management present: Tim Munch, Property Manager.

- I. **Call to Order** – Donna Bourg called the meeting to order at 6:30pm at Unit 3011 Audubon Trace.
- II. **Reports** –
 - A. **Property Manager** – Attached
 - B. **President** – Nothing to report at this time.
 - C. **Vice President** – Donna Bourg – Nothing to report at this time.
 - D. **Treasurer** – Stephanie Prunty – Budget Committee will meet in early January; 2024 to review mid-year actual versus budget numbers; The 6/30/2021 and the 6/30/2022 audit reports will be ready for approval by the end of the year.
 - E. **Legal**– Stephanie Prunty moved to go into Executive Session. Gary Vincent seconded. Board entered Executive Session at 7:10pm to discuss Ketry matter. Stephanie Prunty moved to exit Executive Session. Gary Vincent seconded. Board exited Executive session at 7:17pm.
 - F. **Budget Committee** – Stephanie Prunty – Will meet in January 2024.
 - G. **Elections Committee** – Stephanie Prunty – We will meet with Matt Rogers to review our election process and finalize any necessary changes.
 - H. **Governance Committee** – Stephanie Prunty – The changes to the bylaws and declaration have been finalized by the committee and approved by the Board. The results will be available to the owners in mid -January on the website. We will meet with Matt Roger CPA to review the voting process.
 - I. **Permits Committee** – Sawese Bugbee – Nothing to report at this time.
 - J. **Social/Welcome Committee** – Stephanie Prunty moved to send official thank you to the ladies who worked on decorating North Pool Gazebo. Gary Vincent seconded the motion. Board will pitch in for gift cards. Motion passed unanimously. Tim Munch is to get a list of the ladies who helped.
 - K. **Strategic Planning Committee** – Stephanie Prunty – Committee continues to work on disaster planning; ideas to address waste removal; ATCA HOA and accounting software, and the timeline and process for the Big Ten steps project.
- III. **Old Business** –
 - A. **New Members** – Board officially welcomed new members, Becky Wollman and Jason Calmes who indicated they had signed all the required documents.
 - B. **Legal Liaison** – Gary Vincent moved to appoint Stephanie Prunty to fill the position of Legal Liaison. Donna Bourg seconded. Motion passed unanimously.

IV. **New Business** –

- A. **Assignment of President** – Stephanie Prunty moved to appoint Gary Vincent to serve as President. Sawese Bugbee seconded. Gary Vincent and Donna Bourg abstained. Stephanie Prunty, Sawese Bugbee and Becky Wollman approved.
- B. **Board Vacancy** – Board agreed to leave the remaining one vacancy open until the next board elections in May /June of 2024.
- C. Donna Bourg announced her resignation as Vice President. Board appointed Jason Calmes to fill the position – he will also take the remaining 1½ year term. Donna Bourg will take the 1-year term.

- V. **Adjournment** – Gary Vincent moved to adjourn. Stephanie Prunty seconded. Motion passed unanimously. Meeting adjourned at 8:35pm.

Next meeting date: **January 24, 2024 – Open Board**

Sawese Bugbee

(Electronically signed)
Sawese Bugbee, Board Secretary
Unit 207

Property Manager Report – December 2023

- Bldg. 9 Repairs – New Roof has been installed with new flashing and drip edges. Painting is complete except for handrails which still need to be installed. Sliding has been installed on Roof Chimney Chases. Chases still need Caps and Bonnets. Gutters/Downspouts should be installed in the next two weeks (once we know everything on the roof is complete). Still waiting for Main Electrical Panel to be installed. A/C lines still being pressure tested.
- Painting Continues on Bldg. 7.
- EMSCO street/sidewalk/patio repair estimate is between \$70,560 and \$93,960 depends on which projects we include in this year's work.
- Tree Contractor has provided an estimate to remove 10 trees at a cost of \$16,800.00
- Plumbing repair on broken water fee line on unit 706 has been completed.
- South Dr. flower beds have new fall/winter plants. North Drive beds have been mulched.
- AdvantaClean will finish interior Mitigation of those areas of the units that have smoke residue (clean and seal). Estimated cost of repairs is \$11,920.50.