

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC

MINUTES OF THE BOARD OF DIRECTORS

Wednesday September 4, 2024

2nd Meeting of the Fiscal Year 2024-2025

Location : 2701 Audubon Trace

Board Members Present: Becky Wollman, Chris Sherwood, Teva Ostarly, Sawese Bugbee, Jason Calmes, Stephanie Prunty; Gary Vincent had an excused absence and his written proxy was given to Stephanie Prunty.

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

Chris Sherwood chaired the meeting which began at 5:36 p.m.

I. Property Manager's Report: Report is Attached.

II. Committee Reports:

A. Treasurer and Budget: Jason Calmes gave an update on the budget committee. Several line items of the reserve budget were identified for update and review. The committee's task for this fiscal year is to do an in depth report and analysis of the reserves to better understand and verify the long term needs of the Association. The committee will meet in October. He also reported that the bookkeeper is sending out notices to owners who did not update their condo dues amount to the new amount. He presented his recommendation to pay off the Eagan Insurance note. That motion was unanimously approved and the Eagan note will be paid in full. Matt Rogers will provide the latest audit report as well as current tabulations on the voting of the proposed governance committee changes to the Board later this month.

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B. Permits:

1 Sawese Bugbee presented the request of unit 104 to remove a Camphor Tree. This request was reviewed by members of the committee. Hank Marchal wanted to keep the trees while Jason Calmes and Sawese Bugbee wanted the tree removed. Property Management concurred with the majority of the committee to have the tree removed. The decision was based on the location of the tree and damage that was occurring to the common elements for which the Association is responsible for the cost of the care and maintenance. Stephanie Prunty made a motion to remove the Camphor tree at unit 104 and Teva Ostarly seconded the motion. The board unanimously approved.

2. Sawese Bugbee presented the request of unit 406 to replace a handrail and broken light at owner's expense. The handrail request will be deferred until a legal opinion is received from the Board Attorney regarding the issue of "common elements". Property Management will install the light fixture which will be purchased at the owner's expense as agreed and requested.

C. Social and Welcome Sawese Bugbee updated the welcome letter, which was distributed to 16 new owners.

D. Strategic Planning

1. Becky Wollman as the new Chair will set up meeting dates and an agenda for the new fiscal year.

E. Governance

1. The agenda for the governance committee is waiting on the vote tabulation from Matt Rogers.

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F. Legal

1. Jason Calmes made a motion to go into Executive Session Teva Ostarly seconded the motion. Motion was unanimously approved. The executive session involved a file on correspondence with Julie White. A motion was made to go out of executive session by Jason Calmes. Teva Ostarly seconded. Motion unanimously approved and the Board went out of Executive session at 6 :46 p.m.
2. The Board would like to change attorneys for our collection work. The Board will begin a search for a new attorney for future suits regarding collection activities.

G. Website Update

1. Becky Wollman gave an update on the new software Condo Control. The software went live in August. She with management is working on the full implementation of the software. Owners will be receiving updates and welcome emails as well as a link to Condo Control on our webpage.

H. Old Business

1. The contract to remove unnecessary gutters has been received by Management at a cost of \$5600. Jason Calmes made a motion to approve and accept the contract. Teva Ostarly seconded the motion. Motion was unanimously approved.

I. New Business

1. Jason Calmes gave a report on emails received via the board email box. All emails were addressed. No further action is required.

The next board meeting is scheduled for Wednesday September 25, 2024 at unit 2701.

Teva Ostarly made a motion to adjourn the meeting. Sawese Bugbee seconded the motion. The meeting adjourned at 7:15 p.m.

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PROPERTY MANAGER REPORT – September 4, 2024

- Painting on Building 15 and 32 are complete, except for the front doors. These Owners should request a time with management to be home to have the front doors painted. Building 33, rear of Bldg. 26, and Office still need to be done. This will complete this fiscal year's cycle of building painting.
- Bldg. 2 and 22 patio iron post have been set, curing for a couple of weeks so iron fence panels and gates can be installed. Patio dividers will be installed once Iron fencing is up.
- Street, patio, and sidewalk work is complete for this year. We will price out the next round of street and sidewalk repairs/replacement in the spring.
- Getting pricing for new Pool Cleaning Contractor. The sand was changed in both pool filters as per pool contractor. Contractor still having issues maintaining pools properly.
- The broken water line on the front drive was a broken 2" PVC water service line.
- This round of trimming of trees/dead branches is complete. In the spring we will reevaluate status of trees/dead branches.
- A couple of LED Solar Panels are under warranty and will need to be replaced, they have been ordered.
- The three-tier streetlight by building 9 has been repaired.
- A new South Drive Gate security camera has been ordered to replace the broken one currently in place.