

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

Wednesday, July 1, 2009
First Meeting of Fiscal Year 2009-2010

Meeting called to order by Al Lafaye at 6:38 pm at Unit 302

Board members present: Sara Bugbee
Linda Harang
Al Lafaye
Patsy Phipps
Stephanie Prunty
Lenny Simmons

Board member absent: Roma Gibson-King

Also present: Tim Munch, Property Manager
Jeff Adams, Asst. Property Manager

1. ELECTION OF OFFICERS –

- **Secretary –**
Al Lafaye nominated Linda Harang; Patsy Phipps seconded
there were no other nominations
Linda Harang was elected by a vote of 6-0

- **President –**
Roma Gibson-King nominated Sara Bugbee via email; Sara Bugbee declined
Roma Gibson-King nominated Patsy Phipps via email; Patsy Phipps declined
Roma Gibson-King nominated herself via email; Linda Harang seconded
Lenny Simmons nominated Al Lafaye; Al Lafaye declined
Al Lafaye nominated Stephanie Prunty; Lenny Simmons seconded
there were no other nominations; see email attached to Minutes
Stephanie Prunty was elected by a vote of 6-0

- **Vice President –**
Lenny Simmons nominated Roma Gibson-King; Linda Harang seconded
Linda Harang nominated Sara Bugbee; Stephanie Prunty seconded
there were no other nominations
Sara Bugbee was elected by a vote of 4-2

- **Treasurer –**

Linda Harang nominated Lenny Simmons; Sara Bugbee seconded
Patsy Phipps nominated Al Lafaye; Al Lafaye declined
there were no other nominations
Lenny Simmons was elected by a vote of 6-0

2. 1-YEAR TERM –

- Lenny Simmons reported that Roma Gibson-King had requested that she serve the one-year term
- Lenny Simmons nominated Roma Gibson-King for the one-year term; Al Lafaye seconded
- there were no other nominations
- Roma Gibson-King was elected to serve the one-year term by a vote of 6-0

3. FINES, PENALTIES –

- Board reviewed fines, penalties from last fiscal year; general discussion of fine for late payment of condo dues, which had been \$20
- Lenny Simmons moved, Patsy Phipps seconded that fines, penalties for 2009-2010 shall be:
 - (1) late payment of condo dues, fine shall be \$30 [increase of \$10]
 - (2) violation of condo rules, fine shall be not less than \$20 but amount to be determined by Board based on severity of offense [no change from last fiscal year]
 - (3) failure to report, i.e. failure to obtain certificate of resale, fine shall be \$50 [no change from last fiscal year]
- after general discussion, motion passed by a vote of 6-0

4. RESOLUTION FOR AUTHORITY TO SIGN CHECKS –

- Board discussed need for more than 2 officers to have authority to sign checks due to difficulties/logistics after Katrina
- Linda Harang moved, Al Lafaye seconded that the Board execute a Resolution authorizing the Board President (Stephanie Prunty), the Board Vice President (Sara Bugbee), and the Board Treasurer (Lenny Simmons) to sign checks
- motion passed by a vote of 6-0

5. 2 OWNER REQUESTS –

- **Unit 2921** – requested approval to change her sliding patio door to French door; Permit Committee recommended approval, with conditions that all work is at owner expense and doors and installation must be approved by Property Manager
- Linda Harang moved, Lenny Simmons seconded approval of request with

- proposed conditions
- motion passed by a vote of 6-0; owner request is on file
- **Unit 602** – requested approval to change patio door and balcony door to French doors, at owner expense and with doors and installation approved by Property Manager; Manager recommended approval
- Lenny Simmons moved, Sara Bugbee seconded approval of request with proposed conditions
- motion passed by a vote of 5-0; Linda Harang abstained; owner request is on file

6. COMMITTEES –

- Board discussed standing committees from fiscal year 2008-2009 and possible changes
- Board agreed that not more than 2 Board members should serve on a committee
- Linda Harang moved, Lenny Simmons seconded retaining current committees, as follows:
 - (1) Social Committee – Patsy Phipps, Pratt Landry co-chair
 - (2) Long-Term Planning – Lenny Simmons, Roma Gibson-King
 - (3) Permits – Linda Harang, Sara Bugbee
 - (4) Budget – Al Lafaye, Lenny Simmons
- Board discussed how petty cash collected at recent socials should be accounted for and maintained; Linda Harang moved, Lenny Simmons seconded that the Property Manager will establish a “petty cash fund” and will hold all funds collected by the Social Committee, and further that the Social Committee will give the Board a written report of all cash receipts after each social event at which cash is collected (“50-50” draw or similar cash draw)

7. MANAGER REPORT –

- first bid for removing 6 trees that are damaging building foundations, and for trimming trees off roofs is \$11,330; two more bids are being requested
- Board discussed seeking bids on all Association contracts; Manager will contact potential vendors for bids
- office equipment recently damaged by lightning strike to office phone line totals approximately \$12,000, as follows:

computer \$1,200

printer	\$300
cameras	\$7,900
alarm	\$2,000
phone	\$100
modem	\$40

- all equipment has been replaced; damaged equipment must be tested and report on damage must be presented to insurer for reimbursement; deductible on policy is \$250, so almost all of damage is insured
- driver drove car over curbing into brick wall on outside of Building 10, next to Unit 1001; Association has filed claim; preliminary estimate for damage to Common Elements is \$2,800; 8' x 12' section of brick wall must be replaced
- Manager is obtaining estimates for possible replacement of office furniture and file cabinets; Board discussed advantages of having all documents electronically scanned for storage and preservation

8. TRAFFIC/PARKING –

- Lenny Simmons raised issue of growing problem of drivers parking cars along curbs where parking is not allowed, causing traffic hazard
- Board instructed Manager to investigate availability and cost of hiring company to “boot” vehicles who violate parking rules after warning has been given; Manager will report back to the Board

9. MOVING, REMODELING POLICY –

- Board discussed growing problem of moving trucks, vans, PODs, and other types of moving and/or storage containers and vehicles left on the property overnight and/or for an entire weekend, and blocking traffic and parking areas
- Board will develop policy for moving and remodeling, and add policy to Handbook and website

10. EXECUTIVE SESSION –

- Lenny Simmons moved, Linda Harang seconded that the Board go into executive session to discuss litigation-related matters; motion passed by a vote of 6-0
- Lenny Simmons moved, Stephanie Prunty seconded that the Board exit executive session; motion passed by a vote of 6-0

11. DECLARATION –

- Board discussed possible changes to Declaration and/or By Laws
- Lenny Simmons moved, Sara Bugbee seconded that the Board draft changes to two areas of the Declaration, as follows:
 - (1) change vote needed to change the Declaration from 80% of owners to 66 2/3 %, so Declaration will be consistent with By Laws
 - (2) change all references in the Declaration to a “trustee” to “trustee and/or the Association”, so Declaration will be consistent with the Louisiana Condominium Act

12. NEXT MEETING –

- Board will meet on Monday July 13, 2009, at 6:30 pm, at Unit 2704 to discuss draft for changes to the Declaration

13. ADJOURN –

- Sara Bugbee moved, Stephanie Prunty seconded that the meeting be adjourned; motion passed by a vote of 6-0
- meeting adjourned at 9:20 pm

Submitted for publication on the _____ day of _____, 2009.

Linda S. Harang, Board Secretary
Unit 602