

**NOTICE**  
**BOARD OF DIRECTORS MEETING**  
**AUBURN LAKES CONDOMINIUM ASSOCIATION, INC.**  
**MONDAY, DECEMBER 5, 2016**  
**AT KEYS-CALDWELL, INC.**  
**11:00 A. M.**  
**AGENDA**  
[www.AuburnLakesCircle.com](http://www.AuburnLakesCircle.com)

Good of the Association.

1. Call Meeting to Order and Establish Quorum.  
Bill Eftax, President.  
Barbara Shepler, Vice President.  
Pat Burns, Treasurer.  
Gerry Fortin, Secretary.  
Tom Madigan, Director  
Rachel St. Pierre, Director.  
Howard Taylor, Director.
2. Proof of Notice of Meeting.
3. Reading/Approval of Minutes of the Board meeting of November 1, 2016.
4. Resignations and Appointments.
5. Communications and Announcements.
6. Reports of Officers or Committees
  - a. President.
  - b. Treasurer.
  - c. Beautification.
  - d. Social.
  - e. Web-site.
  - f. Clubhouse-Pool.
  - g. Architectural.
7. Unfinished Business:
  - a. #203 status update.
  - b. Water Equipment Technologies fountain PM contract, LED quote.
  - c. 2nd floor railings paint chalking.
  - d. Carport lights replace; floodlights phased replacement.
  - e. Signs: no fishing, no trespassing, no soliciting, private property.
8. New Business:
  - a. Approve proposed 2017 budget.
9. Sales & Rental Applications.
10. Next meeting: January 9, 2017, 2 PM at Keys-Caldwell.
11. Adjournment.

Bill Eftax, President Date Posted \_\_\_\_\_

MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
AUBURN LAKES CONDOMINIUM ASSOCIATION, INC.  
MONDAY, DECEMBER 5, 2016  
10:00 A. M.

Please visit our website at: [www.auburnlakescircle.com](http://www.auburnlakescircle.com)

Good of the Association: None.

Present: Bill Eftax, (via telephone), President, Barbara Shepler, Vice President, Gerry Fortin, (via telephone), Secretary, Tom Madigan, Rachel St. Pierre, (via telephone), Howard Taylor, Directors, Jim Kraut for Management and owners in the audience. Absent: Pat Burns, Treasurer.

The meeting was called to order by the Acting Chairman, Jim Kraut, at 10:01 A. M. at the offices of Keys-Caldwell, Inc., a quorum being present with Notice mailed at least 14 days in advance and Agenda posted at least 48 hours in advance. All motions at this meeting were unanimously passed with all Directors present voting in favor of the motion, unless otherwise noted.

Reading/Approval of Previous Minutes: MOTION was made by Barbara Shepler and seconded by Howard Taylor to approve the minutes of the Board meeting and budget workshop meeting of November 1, 2016, as presented.

MOTION PASSED.

Resignations and Appointments: There are four vacancies on the Board of Directors in 2017. Four owners have submitted their names for consideration.

Communications and Announcements: None.

Reports of Officers or Committees.

- a. President: Deferred.
- b. Treasurer: Management reported that the Association is in good shape and under budget. 2). There is only one delinquent unit.
- c. Beautification: Howard Taylor reported that 1). The Christmas decorations are up. 2). Some potted plants at the pool area need to be replaced. 3). Beechtree needs to do an irrigation check, concentrating on the dry areas.

MOTION was made by Howard Taylor and seconded by Bill Eftax to remove the Live Oaks between Buildings 14 & 16 and 11 & 13 and replace these trees with Black Olive trees, which are slow growing and bird friendly.

MOTION PASSED.

A walkthrough of the property will be made to prioritize the replacement of other Live Oaks.

- d. Social: 1). Some events were held over the last few weeks and were well attended. 2). There is a cocktail party scheduled for December 13. 3). The Committee will meet on January 12, at 2:00 P. M. to recruit new members and discuss the next yard sale.
- e. Web-site: Gerry Fortin reported that a "Best Practices" link has been added to the website that includes information from the Utilities Department, the speed limit within the Association and proper use of recycling and dumpsters.
- f. Clubhouse & Pool: 1). The pool has been closed because the sump pump in the pit is not working. The Stenner pumps were removed for protection. Management will contact the pool contractor to see if a back-up sump pump and/or an alarm can be added or if the

- equipment can be moved above ground. 2). A new filter and pump are needed for the spa. 3). The railing covers need to be replaced. 4). The dip net screen needs to be replaced.
- g. Architectural: MOTION was made by Howard Taylor and seconded by Tom Madigan to approve the ARC request from Unit # 1504 for new flooring with sound deadening underlayment, as presented.

MOTION PASSED.

MOTION was made by Bill Eftax and seconded by Tom Madigan to approve the ARC request from Unit # 203 for new flooring with the condition that sound deadening underlayment be installed and all existing materials be removed and disposed of off property.

MOTION PASSED.

Gerry Fortin will add "Sound Deadening" under "Best Practices" on the Association website.

#### UNFINISHED BUSINESS.

- a. Unit #203 Status Update: The Association is waiting for the payoff amount agreed upon for closing.
- b. Decorative fountains preventative maintenance contract and LED lighting quotes: MOTION was made by Tom Madigan and seconded by Howard Taylor to accept the contract proposal from Architectural Fountains for quarterly annual maintenance of all three fountains at a cost of \$900, as presented.

MOTION PASSED.

MOTION was made by Tom Madigan and seconded by Howard Taylor to accept the proposal from Architectural Fountains for the installation of new LED fixtures and power supply cables, at a cost of \$4,479, as presented.

MOTION PASSED.

The work is tentatively scheduled to be completed in the first two weeks of January. Tom Madigan will contact the contractor about a repair to the North fountain. Mr. Madigan was thanked for his work on this project.

- c. 2nd Floor Railings Paint Chalking: A temporary solution to the chalking is to wash down the railings with soap and water.
- d. Carport Light Replacement: Howard Taylor reported that 1). Seven of the original 12 LED flood lights purchased have been used and another 12 will be ordered. 2). The carport LED light replacement fixtures will arrive tomorrow and will be installed beginning this Saturday.
- e. Signs-no fishing, no trespassing, private property: The President will provide a recommendation to the Board at the January Board of Directors meeting.

#### NEW BUSINESS.

- a. Approval of 2017 Budget: MOTION was made by Bill Eftax and seconded by Barb Shepler to approve the proposed 2017 budget, as presented.

MOTION PASSED.

Sales and Rentals

Rentals: None.

Sales:

Unit # 1302: Delong to Weyerstall, closing 12/15/16.

Unit # 203: Skelly to Caccavella, closed 11/18/16.

MOTION was made by Barb Shepler and seconded by Howard Taylor to approve the two sale applications, as submitted.

MOTION PASSED.


“New owners need to provide the Association with an entry key”, will be added to the “Best Practices” tab on the Association website.

MOTION was made by Howard Taylor and seconded by Barb Shepler that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 12:20 P.M. The next Board meeting will be held on January 9, 2017, at 11:00 A. M. at the offices of Keys-Caldwell.

Respectfully submitted,

  
James S. Kraut,  
For the Secretary