

**MINUTES OF THE ORGANIZATIONAL MEETING
OF
THE ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.
January 20, 2016**

Meeting started at 3:28 pm

Attendees: J. Alexiou
 B. Foote
 L. Deprisco
 D. Schmidt
 S. Zimmer

A quorum is established and proof of notice given.

A motion was made and seconded to elect the following officers:

B. Foote as President
J. Alexiou, Vice President
D. Schmidt as Secretary
L. DePrisco as Treasurer
D. Simpson, Asst. Secretary

All approved, motion passed.

With no further business, a motion was made to adjourn at 3:35 PM, which was seconded and passed unanimously.

Debra Simpson, Assistant Secretary

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

1000 ARBOR LAKE DRIVE • NAPLES, FL 34110 • (239) 598-2929

MINUTES OF THE BOARD OF DIRECTORS MEETING

February 17, 2016

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, February 17, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer. Absent J. Alexiou. This constituted a quorum. Staff attending N. Hoops, D. Edenfield and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The minutes from the Board of Directors meeting, held on December 16, 2015 and the January 20, 2016 organizational meeting were approved.

Next Meeting
Wednesday, March 16, 2016

A. Treasurer Report:

L. DePrisco reported on the January financials and announced the new Finance Committee members: D. Schmidt, G. Kessel, G. Meyers, S. Basinger, B. Bortz and L. DePrisco.

B. Property Managers' Report:

Reported by: N. Hoops

Collier County has reviewed and approved our application to modify and raise the lake level. A proposal for the lake weir work is being prepared at this time.

Regarding ground cover insulation, mulch installation is complete and work has started today covering the preserve areas in pine straw.

N. Hoops stated that he was requested to remind the midrise building owners to please check with your neighbors on your floor for their input prior to re-decorating the lobby area and party rooms.

C. New Business:

Appointment of Tower Trace Representatives – The AT Board of Directors have appointed Renate Doederlein to finish Dick Andersen’s one-year term and appointed Dean Yarian for the three-year term. The AT representatives on the Tower Trace Board of Managers are R. Doederlein, D. Yarian and R. Fick.

Arbor Trace Social Committee – A motion was made to establish an AT Social Committee, which was seconded and approved unanimously. The AT Social Committee Members are Anne Knouse and Barbara Smith as co-chairs and Member Mary Foote.

Building and Grounds Committee – The Building and Grounds Committee Members are S. Zimmer as chairperson, L. DePrisco and M. Smith.

TP Fitness Center agreement – The Board of Directors reviewed and approved the agreement between Tower Pointe Condominium Association and the Arbor Trace Condominium Association for the shared cost and utilization of the TP fitness center.

D. Old Business:

None

With no further business, the meeting adjourned at 3:26 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF MARCH 16, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, March 16, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending N. Hoops, D. Edenfield and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of February 17, 2016.

Next Meeting
Wednesday, April 20, 2016

A. Treasurer Report:

L. DePrisco reported the Finance Committee met prior to the Board of Directors meeting and reviewed the budget vs. actual for last two months (Jan and Feb). There were three minor deviations from the budget, the largest being utilities water/sewer. Due to rain, we were under budget on utilities-water/sewer by \$8,338. Ground maintenance/supplies was favorable by \$8,213 due to timing, it will even out as the invoices are paid. The repairs/maintenance expenses were \$6,418 under budget, which will change within the next few months due to pressure cleaning, water and electricity. Year to date we are under budget by \$20,668.

B. Property Managers' Report:

N. Hoops reported the lake weir structure gate is currently being manufactured. Raccoon traps are set up throughout the property, be mindful of your pets.

C. Committee Reports:

Arbor Trace Social Committee – B. Smith reported the Social Committee has defined the mission and responsibilities of the newly formed Social Committee. We have assigned representatives of each building as follows:

Building two	E. McAvoy	Villa 600 -	P. Meyers
Villa 300 -	S. Basinger	Villa 700 -	A. Knouse
Villa 400 -	D. Nichols	Villa 800 -	B. Smith
Villa 500 -	P. Jablonski	Building 900 -	H. Martin

The first event was the opening event held on March 3, 2016, 51 people attended the opening reception and most stayed for dinner. The second event will be in June, a box lunch out by the pool (weather permitting), reservations will be necessary.

D. New Business:

Tower Trace report – D. Edenfield reported Tower Trace renewed the insurance and saved approximately \$10,000 in premiums over last year. TT has allocated \$25,000 for the clubhouse library and activity room renovations. The library will have new bookcases, carpet and paint. The activity room will be painted, new plantation shutters for all of the windows and new carpet installed.

Tower Trace Annual meeting – B. Foote reported the Tower Trace Annual meeting is this Friday, March 18, 2016 at 10 am at the Tower Pointe Gathering Place.

E. Old Business:

B. Foote reminded everyone that the TP fitness center is available to all.

With no further business, the meeting adjourned at 3:25 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF APRIL 20, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, April 20, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending D. Edenfield and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of March 16, 2016.

Next Meeting
Wednesday, May 18, 2016

A. Treasurer Report:

L. DePrisco reported the Finance Committee met prior to the Board of Directors meeting and reviewed the budget vs. actual for quarter. We are favorable for the quarter.

L. DePrisco reported on the variances; Expenses Repairs and Maintenance year to date are \$5,337 vs a budget YTD of \$9,750, favorable of \$4,000 which will change once we complete the sidewalk repairs. Professional services variance of \$700 is due to a timing issue, listed under telephone, internet services for buildings two and nine were not originally budgeted, but due to the new key fob system, internet service was required. Utilities-water/sewer is under budget year to date due to weather, which will vary.

L. DePrisco reported the Finance Committee discussed the Bouchard Insurance Proposal reviewing annual premiums and coverage for 2016-2017. Property values have risen as has insurance premiums. A motion was made to approve the Bouchard Insurance proposal in the amount of \$119,760.37, which was seconded and approved unanimously. The maximum annual hurricane deductible is \$1,075,855.

B. Committee Reports:

Arbor Trace Social Committee – B. Smith reported the Social Committee met and discussed the theme of future events. On June 2 a box lunch will be served at the pool. Events will be held in November, January/February, March/April. The Social Committee presented a sample bag of goodies, which will be for new residents as welcome treats.

Landscape Beautification Committee – D. Nichols reported the newly created Arbor Trace Grounds Beautification Committee was approved as a sub-committee of the Building and Grounds Committee. The committee members are: M. Foote, D. Nichols and D. Yarian. The committee has an approved Resolution mission statement.

C. Property Managers' Report:

D. Edenfield provided the report for N. Hoops and reported the sun patient flowers are wilting and are being removed. Once roundup and snail bait has been applied, Penta's will be planted the first week of May. The areas of sod that need to be replaced will be done once the rainy season begins. Arborcola has been replanted in front of building nine. The lake weir structure gate has been installed and the project is complete. The concrete sidewalks will be repaired within the next week or so.

Delinquent account - D. Edenfield reported currently, we have one delinquent account, which is again, unit 9-106. Reverse Mortgage Solutions paid in full through December 31, 2015, no further payment has been received. Reverse Mortgage Solutions has been verified as the owner of the unit 9-106 and AT is pursuing foreclosure and will demand payment for fees for the remainder of 2016.

D. Old Business:

B. Foote reported on the Kalea Bay progress.

With no further business, the meeting adjourned at 3:55 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF MAY 18, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, May 18, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending D. Edenfield, N. Hoops and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of April 20, 2016.

Next Meeting
Wednesday, July 20, 2016

A. Treasurer Report:

L. DePrisco reported on the April variances; Expenses Grounds Maintenance supplies are down due to timing and the planting of the annuals. Expenses Repairs/maintenance is \$7,000 under the year to date budget of \$13,000. Building Insurance is up to due to higher appraisal values. Utilities-water/sewer is under budget year to date due to weather, which will vary.

B. Committee Reports:

Arbor Trace Social Committee – B. Smith reported the June 2nd pool luncheon has been relocated to the Colonnade room; casual attire is acceptable.

The Social Committee has four bags of goodies prepared which they will present to the new residents after S. Steinbach has had their new comer orientation meeting.

Landscape Beautification Committee – M. Foote reported the Committee had a very productive meeting on May 4th and discussed items such as committee directives, problem areas and inspections. In addition, two working sessions were held. The work parties (helpers) will initially meet every Monday at 9am, volunteers are welcome, wear protective clothing, bring water, wear gloves and bring clippers.

C. Property Managers' Report:

N. Hoops reported the sidewalk repairs are complete; AT portion was \$8,000

The sidewalks and walkways are scheduled to be pressure cleaned. On the villas where the gutters were removed and the old paint color was exposed, we will be obtaining bids for painting the soffits and fascia's to match the existing paint color. Aquatic Systems will be pulling out the lake fountain for cleaning. Additional irrigation is being applied on the random dry grass areas.

D. New Business:

Replacement Manager for TT – J. Meyers has been selected to replace the TT position previously held by R. Fick.

E. Old Business:

None

With no further business, the meeting adjourned at 3:39 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF July 20, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, July 20, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending D. Edenfield, N. Hoops and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of May 18, 2016.

<p style="text-align: center;">Next Meeting Wednesday, September 21, 2016</p>

A. Treasurer Report:

L. DePrisco reported J. Meyers resigned from his position on the AT Finance Committee to serve on TT LLC. L. DePrisco reported on the variances in June.

L. DePrisco reported the AT Finance Committee went over 2015 draft Audit and felt the reserves are where they should be.

B. Committee Reports:

Landscape Beautification Committee – M. Foote reported on the work of the hardworking Landscape Beautification Committee volunteers.

Social Committee – Quiet month nothing to report.

C. Property Managers' Report:

N. Hoops reported that the quotes received on bougainvillea's are based on size. It will be the Landscape Beautification Committees decision on the selection of size and color.

N. Hoops reported the generator load bank testing was conducted during a four-hour period. Each midrise building has one generator which will operate the elevators, hallway lights and the emergency systems.

N. Hoops reported the lake water level is up and the lake surface looks better.

D. New Business:

Painting proposal - N. Hoops reported he received bids to clean, seal and paint the soffits and trim on the villas, midrises, garages and gatehouse. After discussion, a motion was made to approve the bid from Florida Painters at \$15,800, which was seconded and approved unanimously.

E. Old Business:

Delinquent account - D. Edenfield reported another (3rd) lien has been placed by AT on unit 9-106 owned by Reverse Mortgage Solutions who has requested the amount due.

With no further business, the meeting adjourned at 3:40 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF September 21, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, September 21, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending D. Edenfield, N. Hoops and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of July 20, 2016.

Next Meeting
Wednesday, October 19, 2016

A. Treasurer Report:

L. DePrisco reported on the variances of the AT August 2016 financials.

L. DePrisco reported the Finance Committee has had several meeting to go over the AT finances and AT is in good financial shape. N. Hoops stated that he is comfortable with the proposed 2017 budget.

B. Committee Reports:

Social Committee – Quiet month nothing to report.

Building and Grounds Committee – S. Zimmer stated that the painting project went well, no overspray. The lake catch basin has helped in controlling the level of the lake water.

S. Zimmer reminded everyone that AT is a condominium community and to be respectful of each other's borders and personal belongings. An example of such disrespect is the disappearance and discarding of personal items (furniture included) which had been placed in the common social rooms on each floor. The Residents of each floor establish what they want in their common areas. Please read your Condominium documents.

S. Zimmer presented to the Board a report indicating the water usage during the "dry season". It is important to realize, new plantings require a lot of water and they should be planted during the "rainy season". A motion was made to rescind the approval of the planting of bougainvillea's, which was seconded and approved unanimously.

The Board of Directors praised S. Zimmer for his input.

Landscape Beautification – M. Foote stated that it has been quiet. The areas discussed to be planted will be done in 2017.

C. Property Managers' Report:

N. Hoops reported the flat roofs on buildings two and nine will be re-roofed in December at the cost of \$125,000. The roofing company honored their bid from 2013. The air conditioners located on the flat roofs will need to be removed and then reinstalled on new aluminum racks. A motion was made to approve the project, which was seconded and unanimously approved.

N. Hoops reported the tile roofs will be power washed in early October.

N. Hoops reported the window washing project will begin on Tuesday, November 1, 2016.

D. TT LLC Report:

D. Yarian reported TT LLC is financially fine. A new sound system has been installed and new hurricane windows and new shutters are being installed in AG.

E. New Business:

Finance Committee – L. DePrisco stated that the Finance Committee is seeking one or two new members.

With no further business, the meeting adjourned at 3:40 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF October 19, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, October 19, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending D. Edenfield, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of September 21, 2016.

<p style="text-align: center;">Next Meeting Wednesday, November 16, 2016</p>
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A. Treasurer Report:

L. DePrisco reported on the variances of the AT September 2016 financials.

L. DePrisco reported the Finance Committee has had several meetings to go over the AT finances and AT is in good financial shape and the Finance Committee is seeking one or two new members.

D. Edenfield reported Reverse Mortgage Solutions has finally acknowledged that they own unit 9-106 and inquired as to the payoff amount.

B. Committee Reports:

Social Committee – B. Foote reported the Social Committee will be hosting a Westward Ho party on November 7, 2016 in the Activity Room and on January 23 a Winter Wonderland party will be held.

Building and Grounds Committee – S. Zimmer stated that the roof power washing project will be done prior to the window cleaning.

Landscape Beautification – D. Nichols reported they met with D. Johnson from TP to discuss the new plantings for the main entrance. Pine straw will be installed on the berm in front of the 800 villas, until new plantings can be added during next years' rainy season.

C. Property Managers' Report:

D. Edenfield reported the flat roofs on buildings two and nine will be re-roofed in December starting at building nine. The air conditioners will need to be removed and then reinstalled on new aluminum racks.

D. TT LLC Report:

G. Meyers reported TT LLC is doing great financially. Additional work is being done in AG such as new plantation shutters being installed in the resident rooms and new mattresses for all beds.

A. Knouse has been appointed to serve out the remaining term of B. Rice on the APM LLC Board.

E. New Business:

Legal Opinion on transient accommodations – B. Foote reported that the Board has recently received a Legal Opinion from the firm Becker & Poliakoff concerning the offer by the Yarians to allow transient rentals of their Arbor Trace unit, 9-504, as advertised in a publication titled P.E.O. Magazine. The Legal Opinion clearly stated that the Yarians are in violation of our Arbor Trace Documents. We will be sending a letter advising the Yarians of their findings, and advise them not to advertise or allow any transient use of any portion of their Arbor Trace unit. The lesson in all this is that if our residents, before committing to any questionable behavior, would check their Documents, ask Management or ask questions of your Board of Directors, it certainly would help avoid creating discord among our neighbors.

2016 stuff sale – D. Edenfield reported that the stuff sale produced over \$1,500 for the Arbor Pointe Foundation and thanked those who donated their stuff and time.

With no further business, the meeting adjourned at 3:22 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF November 16, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, November 16, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, D. Schmidt and S. Zimmer and J. Alexiou. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, K. Cooney and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of October 19, 2016.

Next Meeting
Wednesday, December 21, 2016

A. Treasurer Report:

L. DePrisco reported on the variances of the AT October 2016 financials.

L. DePrisco reported that the Finance Committee reviewed and approved the proposed 2017 budget which will reflect a \$4.00 a month increase. The 2017 Budget will be presented to the AT Board of Directors at the December 21, 2016 meeting.

L. DePrisco reported the Finance Committee has two new members; B. Swidler and G. Brown.

B. Committee Reports:

Social Committee – B. Smith reported 39 residents attended the AT Westward Ho party. The next event will be a Winter Wonderland party on January 23, 2017 (details to follow).

Landscape Beautification – M. Foote reported the committee volunteers are continuing to trim the evasive and brown vines along the sidewalk. We remind our Residents to contact anyone on the committee if they have any landscaping issues that require attention.

Building and Grounds Committee – S. Zimmer inquired if anyone noticed a crane at building nine? S. Zimmer stated that the crane operator was practicing to ensure the crane will reach the flat roofs which will be replaced early December. The flowers are in for the season and we are pouring water on them for a good start. The holiday lights are being strung.

C. Property Managers' Report:

N. Hoops reiterated the flat roofs on buildings two and nine will be re-roofed in December starting at building nine. The air conditioners will need to be removed and then reinstalled on new aluminum racks.

N. Hoops reported that the windows that are in your units are the unit owners responsibly. The association is replacing the common area windows in buildings two and nine. Builders Glass will be doing the work and have stated that if the Residents would like a quote to contact N. Hoops for the information.

N. Hoops reminded everyone to call in a work order if they need assistance gathering holiday decorations from their storage units, etc.

N. Hoops reported the front entrance walls and signage has been painted.

N. Hoops reported AT has relocated the irrigation in the easement off Vanderbilt Drive due to the upcoming work on the roadway and sidewalk.

D. TT LLC Report:

S. Basinger reported on projects TT LLC has planned for 2017, which include upgrading the pool and spa to use geo thermal heating as opposed to the propane gas which is expensive. At the same time, the pool tile and pool ladders, etc. will need to be brought up to current code. In addition, a hot water line to the pool shower will be installed.

The common areas and nurses station in Arbor Glen will also be renovated.

E. New Business:

Dog droppings – B. Foote reported that we have an issue with dog droppings not being cleaned up by the unit owners. TP has initiated a DNA testing program on “droppings” found on the TP property. We would like to remind our neighbors to please pick up after their pet.

F. Old Business:

Legal Opinion on transient accommodations – S. Zimmer reported the AT Board received a copy of the Legal Opinion from Attorneys Becker & Poliakoff and made the motion “based on the receipt of this Legal Opinion, the AT Board must declare we maintain our cease and desist to the Yarians, on any advertising for, or the allowing of any transient rentals of any sort, in their condominium unit. Such rentals are prohibited and will be deemed a violation, by the AT Board of Directors. Should any further occupancy occur, this Association would have the right to take appropriate action”, after discussion the motion was passed unanimously.

With no further business, the meeting adjourned at 3:44 pm.

R. Schmidt, Secretary

Dated

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MINUTES OF December 21, 2016 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, November 16, 2016. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, and S. Zimmer and J. Alexiou. Board Member Absent D. Schmidt. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, K. Cooney and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of November 21, 2016.

<p style="text-align: center;">Next Meeting ANNUAL Wednesday, January 18, 2017</p>

A. TT LLC Report:

J. Meyers reported TT LLC and TT Realty had a banner year. Things going very well. D. Edenfield reported that TT Realty will be offering \$150,000 to Reverse Mortgage Solutions to purchase unit 9-106. If the sale goes through AT will be made whole. Work must be done on the unit to bring it up to date, as it has been almost six years since someone occupied the unit.

B. Treasurer Report:

L. DePrisco reported on the variances of the AT November 2016 financials.

C. Committee Reports:

Social Committee – No report

Landscape Beautification – M. Foote stated the committee has been laying low during the holidays.

Building and Grounds Committee – S. Zimmer reported how nice AT is looking and over the last year a lot of improvements were made, such as new signage. AT and TP landscape committees will be meeting at the first of the year to plan the year. S. Zimmer reported that the new flat roofs look great.

D. Property Managers' Report:

N. Hoops reiterated the flat roofs on buildings two and nine look great. will be re-roofed in December starting at building nine.

N. Hoops reported the landscaping that was impacted by the roofing project will be replanted. Building nine privet hedge was not salvageable, seven gallon arborcolas will be replacing the privet hedge.

Twelve new one gallon lantanas have been planted in the “butterfly garden”.

N. Hoops thanked everyone on behalf of the entire staff for their generosity.

E. New Business:

TT LLC Board of Managers Appointment – A motion was made for S. Basinger to continue on the TT LLC Board to represent AT, which was seconded and approved unanimously.

2017 Budget – A motion was made to approve the AT 2017 budget as recommended by the Finance Committee, which was seconded and approved unanimously.

F. Old Business:

None

With no further business, the meeting adjourned at 3:25 pm.

D. Simpson, Assistant Secretary

Dated