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**

#### November 18, 2015

B. Foote called the meeting to order at 3:00 p.m. on Wednesday, November 18, 2015. Arbor Trace Condominium Association’s Board Members present were, J. Alexiou, B. Foote, D. Schmidt and S. Zimmer. Absent L. DePrisco. 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 October 21, 2015 were approved.

**Next Meeting:**

**December 16, 2015 at 3:00 pm**

**A**. **Treasurer Report:**

 D. Schmidt reported on the October financials.

 D. Schmidt reported the Finance Committee Members are G. Kessel, D. Schmidt, D. Boultbee, B. Bortz and D. Buckett.

 D. Edenfield confirmed that the 2016 AT budget reflects no increase in fees.

**B. Tower Trace Report:**

Reported by: D. Andersen

TT had a good month financially and expects that to continue.

 The lobby renovations are underway. The tile floors will be professionally cleaned, new carpeting for the hallways will be installed and painting of the entire lower level of the clubhouse (excluding the Colonnade room, administrative offices, sales office and the activity room) in the near future.

 AG census for October averaged 24 and today at 27.

 The 2016 budgets have been approved for Tower Trace LLC and Tower Trace Realty.

 The old computer lab behind the library will become an office for D. Simpson (Director of Human Resources). M. Weiland (AG Life Enrichment Coordinator) will become part of the accounting department, moving into the previous HR office. A new computer station will be set-up in the lobby for the use of the residents’ and guests.

**C. Property Managers’ Report:**

Reported by: N. Hoops

The installation of a new access control system for buildings two and nine are underway, once the materials are installed, we will be providing unit owners with their security token(s), (key fob).

We will be mounting a TV monitor to display our community channel over a new counter top at the coffee area, which will have built in cabinets and a trash receptacle.

The tree trimming is looking nice so far. The lakeside and villa oak trees will be trimmed.

The Holiday decorations, tree lighting, garland and bows are scheduled to be up by November 30th.

Should you wish to have staff transport your decorations/tree for you from your storage areas, please remember to put a work order in early.

**D. New Business:**

 Arbor Trace Condominium 2015 annual meeting – D. Edenfield reported the first notice for the 2016 annual meeting (Wednesday, January 20, 2016) will be sent out next week. Two Directors have terms expiring (S. Zimmer and L. DePrisco).

**E. Old Business**:

 None

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

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Scott Zimmer, Secretary Dated