

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

Wednesday, September 7, 2011
Third Meeting of Fiscal Year 2011-2012

Meeting called to order by Leonard Simmons at 6:19 p.m. at Unit 3321.

Board members present: Lynn Lamotte
Sue Marchal
Teva Ostarly
Stephanie Prunty
Leonard Simmons
Richard Tate
Pat Traina

Staff present: Tim Munch
Jeff Adams

I. Tropical Storm Lee Update

Tim Munch reported that there were 11 roof leaks mostly from wind driven rain and some minor tree damage. Tim reminded owners that any interior damage is the responsibility of the individual owners.

II. Committee Reports

- **Budget/Finance** –Teva Ostarly and Stephanie Prunty are reviewing the Revenue and Expense Report from the current year and will meet with Tim before scheduling a meeting with the other committee members.
- **Architectural/Landscape Permits** –Lynn Lamotte reported that the owners of Unit 1406 requested that a crepe myrtle tree be removed. Tim stated that the tree was too close to the house and should be removed. The tree will be removed by the AT staff and the stump will be ground.

Lenny Simmons and Lynn requested that Tim modify the “Request to Change Common Elements” form so Tim’s input can be recorded prior to the form being submitted to the committee. Lynn moved that all requests be submitted on the standard form rather than in an email or other means. The motion was seconded by Teva Ostarly and was approved by all.

Lynn and Sue Marchal walked the Trace and noted the trees and shrubs were in disarray. Many trees need to be trimmed or removed. They suggested that a prioritized list be made so as funds become available the trees can be removed. Tim said he would schedule Tree Medics to remove the dead wood.

Sue and Norma Gohd met with Tim, Jeff and the gardeners. Sue and Norma feel that the shrubs are being pruned too severely. The board suggested that the crew be given more direction.

Pat Traina asked about the policy on screens or storm doors on front entrances and it was confirmed that there is a long standing policy at the Trace that they are not allowed. Tim is going to send out a notice that no future violations of this policy will be allowed.

Pat asked for clarification on the vines policy. Tim said that homeowners would not be forced to remove the vines growing on fences but they would be removed when the fences needed to be painted or repaired. Once they are removed they cannot be replaced.

It was noted that owners are encouraged to plant trees but should be reminded that before planting they need approval. It was suggested that a list of appropriate trees be compiled to ensure that trees not be too large for the space or create a problem with flowers or fruit that create a mess on cars, etc.

Lynn stated that the committee only makes recommendations but the board may reject the recommendations if the cost is not within the budget or it may recommend the request be approved at the owner's expense.

- **Community Relations and Social Committee** –Sue reported that between 20 and 25 people attended the Hump Day Social at the South Pool. She thanked Lenny Simmons for donating the punch and Pratt Landry and his committee for planning it. She reminded the board of the Saints Pep Rally scheduled for Thursday, September 8.

Upcoming events are the Halloween Social on October 28 at the fountain, the Thanksgiving Social on November 20. At the Thanksgiving Social we will collect non-perishable food for a food bank. Sue talked to Tim about Cox Cable's offer to fund a social. After some discussion Stephanie moved that the board defer a decision on accepting the offer. Pat seconded and the motion passed unanimously.

Sue stated that the block captains were ready to get started calling on residents. She requested that board members review the Answers to Questions document and submit changes by next week so the block captains can get started. She said that she would email a map showing who is covering each building and asked for recommendations for captains for the buildings that aren't covered.

Lenny stated that he, Tim and several board members met with Major Mark Dupuis of the Jefferson Parish Sheriff's Department to discuss crime at Audubon Trace. They agreed that crime is not a major problem here. Most of the crimes have been crimes of opportunity where residents left vehicles with valuables inside unlocked.

As a result of the meeting deputies have been patrolling more frequently. Major Dupuis suggested that Deputy Patrick Smith of the Crime Prevention Unit come out to speak to the residents about safety issues and possibly help start a Neighborhood Watch organization at Audubon Trace. Our block captains could help with that effort. Lenny said the officer is busy until the Night Out Against Crime which is on October 11. Lenny will schedule a meeting shortly after that.

Sue reminded the board that Frank Gallagher was waiting to hear when he should schedule the speaker from Entergy. We were waiting to hear whether or not we could use the Golden Age Center for free. Tim said Jefferson Parish will waive the \$50/half hour fee only for 501(c)(3) non-profits. Lenny said he would contact Elton Lagasse to see if he could intercede on our

behalf. Richard Tate said he thought we could afford the fee for a few meetings each year. It was agreed that we should schedule the Entergy speaker after the first of the year.

- **Long Term Planning** –Richard Tate said the committee had its initial meeting. He suggested that another survey be conducted seeking input from the residents on the things they feel are most important and how they think we should pay for any improvements, i.e. condo fee increases, assessments or other means. It was agreed that the board should review the survey prior to its distribution.

Richard asked Tim the status of the street repairs. Tim said that several spots are in worse condition than others and are scheduled to be repaired this fiscal year. He is getting prices on replacing those sections near Building 8.

- **Governance Committee** – Stephanie Prunty said that she would provide board members with the revised Conflict of Interest Policy and asked that all members sign and return the policy to Tim. Stephanie is working on the Code of Conduct policy. The committee is also working with Tim to review and organize all current policies.

III. Property Manager's Report

- **Accounts Receivable** - \$40,478.69. There are 15 owners who owe one month, 2 that owe 2 months, 3 with liens and the 5 that we have or will have suits against.
- **Building Maintenance** – working on Bldg. 19. Crew is working on roof leaks and debris pickup. Gutters and downspouts are being cleaned.
- **Security Cameras** –Pool cameras are not functioning. To replace the wireless analog cameras with digital ones will cost \$24,500. More bids will be sought at a later date because there are not sufficient funds in the budget to pay for new cameras.
- **Pool Phones and Locks** - The phones at the pools were repaired by ATT at no cost to Audubon Trace. The keyless locks have arrived and will be installed shortly.
- **Generator for Office** –Tim received bids on a generator for the office in case of another major hurricane. The bid for the equipment was \$17,750 without running the gas line. It was decided that we would not pursue this project because of the expense.
- **Parking Questions** – discussion followed. It was noted that owners should be considerate of their neighbors but there is no assigned parking other than units with driveways.
- **Street Repairs** – see Long Term Planning Report. Tim reports that there are 131 street sections in Audubon Trace and 107 parking sections. Each section is about 24'x24' and cost approximately \$5,000 each. The board discussed the possibility of a major increase in insurance costs because State Farm may no longer write our property insurance. It recommended postponing repairs until we have a better idea of the cost of insurance.
- **Landscaping/Tree Removal** – many trees have reached their life expectancy and will be removed as funds become available. The pine trees are a particular problem because the roots cause damage to the water and sewer lines.
- **Electrical Surge Problem** – Tim said that since Cox replaced the wiring to Buildings 5 and 6 there have been no electrical problems. Cox has also checked the grounds in all of the buildings. Building 38 had another problem during a recent thunderstorm. Tim is going to have a suppressor installed which will cover the entire building. The cost is approximately \$450. Hopefully this will solve the problem. Tim is also asking ATT to check their lines.

IV. Old Business

- **Electronic Communications Policy** – Stephanie Prunty and Sue Marchal will work on policy.

V. Executive Session – Stephanie moved that the board go into executive session to discuss legal matters and Teva seconded the motion. All approved. The board went into executive session at 8:30 pm. Pat Traina moved that the board exit executive session. Teva seconded and all agreed. The board exited executive session at 8:53 pm.

VI. New Business

- **Reserve Account Investment** – Lenny Simmons asked that Teva and Stephanie meet to discuss investment options before the next meeting.
- **Meetings** – The next meeting will be October 5th at 6:00 p.m. at the home of Sue Marchal. Teva has offered to host the November meeting and Stephanie will host the December meeting. There will be an open board meeting at the Golden Age Center on November 9th if the building is available.
- **Adjournment** - Richard Tate moved that the meeting be adjourned. The motion was seconded by Teva Ostarly. The vote was 7-0. The meeting was adjourned at 8:58 p.m.

Submitted for publication on the 12th day of September, 2011.

Sue Marchal – Unit 1904
Secretary