

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

Wednesday, October 5, 2011

Fourth Meeting of Fiscal Year 2011-2012

Meeting called to order by Leonard Simmons at 6:25 p.m. at Unit 1904.

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

Staff present: Tim Munch
Jeff Adams

I. Committee Reports

- **Budget/Finance** –Teva Ostarly and Stephanie Prunty are continuing their review of 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 request by the owner of Unit 3711 to replace his patio door was approved by the committee and presented to the board for an email vote. The board approved the request. The email vote was taken because the owner’s contractor was scheduled prior to the next board meeting and because similar requests had been approved in the past.

Richard Tate moved that the board allow the president to propose electronic voting on any issue deemed appropriate. Such vote will not take place if any one member objects within 48 hours of the proposal. Pat Traina seconded the motion and it was approved by all.

Lynn said that there were two pending requests. One is for building number signs for Buildings 18 and 20. There was some discussion about whether the signs are effective and if at some point all signs should be replaced. The committee will meet and present a recommendation to the board. The second request pertains to replacing windows. This will also be discussed at the next committee meeting.

- **Community Relations and Social Committee** –Sue Marchal reported that between 20 and 25 people attended the Saints Pep Rally at the South Pool. She reminded the board of the Halloween Social scheduled for Friday, October 28 at the fountain. Upcoming events are the Suburban Terrace Night Out Against Crime on October 11 and the Thanksgiving Social on November 20. At the Thanksgiving Social we will collect non-perishable food for a food bank.

Sue stated that the block captains were slow getting started and some were frustrated that it took so long for the board to formally approve the block captains. Tim said that he is receiving some Emergency Contact Info sheets that have been distributed by the captains. Not all buildings are covered and Sue asked for recommendations for captains for the buildings that aren’t covered.

Lenny stated that he is still waiting to hear from the Jefferson Parish Sheriff's office about starting a Neighborhood Watch program.

- **Long Term Planning** –Richard Tate said the committee had met and decided that they would not conduct another survey at this time. They have reviewed the initial survey and informally polled some of the residents. He stated that there appeared to be little interest in installing a front gate.

Richard asked Tim to clarify the policy on the opening of the back gate. Tim stated that the gate was open each weekday from 6:30 am until 10:00 pm except for Fridays when the gate closes at 2:30. The gate remains closed on weekends until Monday morning.

Richard said the committee's greatest concern was street repairs and asked Tim the status of the repairs. Tim stated that there were 5-7 sections that were holding water and in greatest need of replacement. Tim said he had gotten a bid of almost \$15,000 for 3 sections near Buildings 5, 7 & 8 and those repairs would be made this year. Richard said at the rate of only 3 sections per year we would not really get caught up and said his committee recommends that we repair 6 sections per year. He asked the budget committee to see if they could find any inefficiency in the budget that would allow money to be reallocated to street repair or in following years' budgets the streets be moved up in priority. Tim stated that if funds become available this year more sections would be done.

- **Governance Committee** – Stephanie Prunty said that she would provide board members with the revised Conflict of Interest Policy soon and asked that all members sign and return the policy to Tim. Stephanie is working on the Code of Conduct policy and should have it ready for the next meeting.

II. Property Manager's Report

- **Accounts Receivable** – no report. The bookkeeper was having computer issues. Tim will email report to the board when available. Stephanie suggested that the meetings be moved to later in the month to allow the bookkeeper more time to prepare the prior month's report. The board will consider changing the meeting date after the first of the year.
- **Building Maintenance** – finishing up Bldg. 17 & 19. The gazebos and pool areas are next and will complete the previous year's maintenance. Roof repairs from TS Lee have been completed. Balcony repairs are under way on Building 36.
- **Pool Locks**–Installation of the keyless locks has begun. Tim is waiting on the locksmith to complete the installation.
- **Repairs** – Broken water line near Building 24. A pine tree will be taken out and the water line repaired. There are sufficient funds in the budget to cover the repairs.
- **Street Repairs and Other Concrete Work** – see Long Term Planning Report. In addition to the street sections discussed earlier there is no ramp in the curb on the east side of Building 39. Unit 601 asked that a cracked patio be replaced. Unit 2802 states that a pine tree has caused the driveway to become uneven and is concerned about safety. Tim said that to make all of the concrete repairs including the 3 street sections would cost approximately \$19,000. After some

discussion the board recommended that Tim survey the property and prioritize other concrete work. Tim stated that he would get bids from other contractors.

- **Landscaping/Tree Removal** – Several problem trees have been removed.
- **Electrical Surge Problem** – A surge arrester has been installed on Building 38. Hopefully this will solve the surge problem owners have experienced.
- **Garbage Collection**–Tim asked the board how they felt about asking owners to place their garbage at the end of the cul de sacs to make it easier for the garbage trucks to navigate in Audubon Trace. He pointed out that keeping the trucks on the main streets would save the smaller streets some wear and tear. The board decided not to approve the suggestion.

Sue mentioned the gate to the dumpster was hard to open and Tim said he would try to use one of the old latches from the pool on that gate. Hopefully having an easier to open gate will cut down on residents who dump trash outside of the gate.

III. Old Business

- **Electronic Communications Policy** –Sue said she found information pertaining to laws governing condominiums and electronic communications in other states but not in Louisiana. She requested assistance from Pat and Stephanie who are both attorneys.

IV. Legal Report

Executive Session – Teva Ostarly moved that the board go into executive session to discuss legal matters and Richard seconded the motion. All approved. The board went into executive session at 7:30 pm. Teva moved that the board exit executive session. Stephanie seconded and all agreed. The board exited executive session at 7:50 pm.

Pat Traina presented a motion to instruct the attorney to proceed with filing litigation against owners who are more than 6 months in arrears and a lien has been filed. The suits will be filed and served but the attorney will hold off on action until further instructions are received from the board. Lynn seconded the motion and all agreed.

V. New Business

- **Meetings** – The next meeting will be November 2nd at 6:00 p.m. at the home of Teva Ostarly. There will be an open board meeting at the Golden Age Center on November 9th at 7:00 pm.
- **Adjournment** - Stephanie moved that the meeting be adjourned. The motion was seconded by Teva Ostarly. The vote was 7-0. The meeting was adjourned at 7:55 p.m.

Submitted for publication on the 7th day of October, 2011.

Sue Marchal – Unit 1904
Secretary