

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

Wednesday, November 2, 2011
Fifth Meeting of Fiscal Year 2011-2012

Meeting called to order by Leonard Simmons at 7:15 p.m. at Unit 2701.

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

Board members absent: Stephanie Prunty

Staff present: Tim Munch
Jeff Adams

I. Presentation by Tony Bordlee – State Farm Insurance

- Because of changes in the Flood Insurance program, our current elevation certificates may no longer be adequate. Mr. Bordlee recommends having new certificates issued as it may mean a smaller increase in premiums. Pat Traina moved and Teva Ostarly seconded that Tim get prices on getting new flood elevation certificates so board can determine when to schedule. All approved.
- Mr. Bordlee stated that we should know by the end of December what the cost of our wind and hail coverage will be.

II. Committee Reports

- **Budget/Finance** –Teva Ostarly said that the items have been reorganized to make the statements easier to understand. The figures are unaudited. She and Stephanie Prunty will be scheduling a meeting with the other committee members soon.
- **Architectural/Landscape Permits** –Lynn Lamotte had nothing to report.
- **Community Relations and Social Committee** –Sue Marchal reported that about 20 people braved the cold and wind to attend the Halloween Social on Friday, October 28. She thanked Tim’s crew for setting up and Cathy Rotolo, Pauleah Tomlinson and their neighbors for the improvements at the fountain. Upcoming events include the Thanksgiving Social on November 20 and the annual Christmas party on December 18th. At the Thanksgiving Social we will collect non-perishable food for a food bank. Sue noted that expenses for the socials have been minimal, mostly ice and the time the staff spends setting up the tables.

Sue stated that the block captains were making some progress but we still do not have enough block captains to cover all of the buildings. Lenny said 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 not met.
- **Governance Committee** – Stephanie Prunty was absent and had no report.

III. Property Manager's Report

- **Accounts Receivable** – Total receivables due are \$21,931.53, of that total 4 owners owe \$13,897.78 and are in litigation and 17 owners who owe \$8,033.75 (14 owners owe 1 month and 3 owners owe 2 months). Because of owners who prepay, our receivables show a credit balance of \$19,236.78 as of October 31st.
- **Credit Card** – Tim said that he had received a credit card with a \$10,000 limit and he would like permission to use it rather than using his personal card and being reimbursed. He stated there are certain instances such as web hosting or other online purchases where checks are not accepted. Richard Tate moved that an association card be approved with the bill being reviewed prior to paying it and Teva Ostarly seconded. All present agreed.
- **Building Maintenance** – finishing up Building 19 and balcony repairs on Building 36. Tim discussed the need to remove the wooden deck at the South Pool as it is rotting. It was agreed that since our meetings were now held at the Golden Age Center it would be best to remove the deck and add some benches or landscaping as the budget permits.
- **Pool Locks**–Installation of the keyless locks has been completed. The codes for all locks will be changed in the spring.
- **Street Repairs and Other Concrete Work** –Tim stated that he was having a hard time getting bids from other contractors.
- **Landscaping/Tree Removal** – Several problem trees have been removed and stumps ground by AT staff. There are 3 trees that may need to be professionally removed because they interfere with utilities. The cost of removal is \$800 per tree.
- **Christmas Party** – Sunday, December 18th was chosen as the date for the Christmas party. It will be held from 3:00 -5:00 pm at the North Pole (Pool). In previous years the association spent approximately \$900 on the party. Richard Tate moved that we budget \$500 for this year's party and Pat seconded. All present agreed. The association will provide non-alcoholic drinks and some food. The social committee will ask owners to bring their favorite Christmas treat to share.

IV. Old Business

1. Teva Ostarly moved and Pat Trainer seconded that the date for the board meetings beginning in January 2012 be changed from the first Wednesday of the month to the third Wednesday so the bookkeeper will have time to provide more up to date info. The vote was 5-1 in favor of the date change.

Richard Tate suggested that it might be better to meet twice a month so the meetings would not be so long. The board will discuss this at the December meeting.

V. 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 9:00 pm. Richard moved that the board exit executive session. Teva seconded and all agreed.

The board exited executive session at 9:20 pm.

V. New Business

- **Work Orders** –Sue Marchal asked Tim how long it takes to respond to work orders and how many requests there are each month. Tim stated that work orders were prioritized by safety concerns, availability of staff and materials and whether or not an outside contractor was needed to perform the work. He stated in the case of outside contractors it was more economical to wait until there was enough work for the contractor. Sue suggested that there be better communications with the owners about the status of the work orders. Lenny suggested that Tim provide monthly reports to the board on the number and status of work orders. Tim agreed.
- There will be an open board meeting at the Golden Age Center on November 9th at 7:00 pm.
- The next regular board meeting will be December 7th at Stephanie Prunty's home.
- **Adjournment** - Lynn moved that the meeting be adjourned. The motion was seconded by Richard. The vote was 6-0. The meeting was adjourned at 9:23 p.m.

Submitted for publication on the 8th day of November, 2011.

Sue Marchal – Unit 1904
Secretary