

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE OPEN BOARD MEETING**

Wednesday, December 7, 2011  
Seventh Meeting of Fiscal Year 2011-2012

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

**Staff present:** Tim Munch  
Jeff Adams

**I. Meeting called to order by Leonard Simmons at 6:25 p.m. at Unit 2704.**

**II. Discussion of Flood Insurance**

Tony Bordlee, our State Farm agent, was asked to answer questions about flood insurance policies. Richard Tate moved that the board go into executive session and Pat Traina seconded the motion. It was unanimously approved. The board entered executive session at 6:30. Stephanie Prunty moved that the board exit executive session and Richard Tate seconded the motion. All present approved. The board exited executive session at 7:20.

Lenny appointed an ad hoc committee to review the flood insurance issue and report back to the full board at the January meeting. Committee members are Stephanie Prunty (chair), Pat Traina, Richard Tate and Tim Munch.

**III. Committee Reports**

- **Legal** – Stephanie moved that the board enter executive session and Richard seconded. All approved. The board entered executive session at 7:30. Pat moved that the board exit executive session. Richard seconded and all approved. The board exited executive session at 7:55.

Lynn Lamotte announced that he would be traveling abroad until June and tendered his resignation effective December 15, 2011. Lynn's resignation will leave the board with six members. Pat Traina thanked Lynn for his hard work and moved that a replacement member be appointed because there is a lot of work to be done. Stephanie seconded the motion and all agreed. Richard Tate moved that board members make recommendations for a replacement board member by December 21<sup>st</sup> and that Lenny should call a special meeting in January to decide who the replacement will be. Stephanie seconded the motion and all approved.

- **Budget/Finance** –Teva Ostarly said that some items on the budget have been restated. She and Stephanie met with committee members and they agreed the new information was easier to understand. There are still some changes to be made but they agreed to present a restated budget with new line items at the January 2012 meeting.

Teva also reported that the reserve account is being invested in laddered CDs. The CDs are fully insured and because the maturity dates are staggered if any of the money is needed a portion can be drawn out without incurring large penalties.

- **Architectural/Landscape Permits** – Lynn reported that the committee had met and made the following recommendations: (See attached for minutes of the meeting.)
  1. Proposition: The Association should adopt policies and procedures by which it would permit

unit owners to replace external windows in their respective units at their own expense. This is in response to a request from unit 1805. The committee recommended against the request. The board approved the recommendation.

2. Proposition: Because the numbering of buildings is not sequential, and current signage is in some instances confusing, that the Association should consider improving the signs and other measures to make it easier to find buildings and units. This is in response to a request from unit 1805. The board approved the recommendation.

3. Proposition: That security lights currently installed on buildings are aging and becoming less effective, and that the Board should permit owners to replace them at their expense. The committee recommended that Tim investigate further. The board approved the recommendation.

4. Proposition: That the wooden posts supporting the tops of the gazebos at both pools be replaced with iron posts. Tim said that pressure-treated posts are not available, and the wooden posts must be replaced with a frequency that makes the extra initial outlay for iron posts more economical over the long run. He estimates that the cost would be \$700 per post, compared to about \$200 each for the untreated wooden posts. The committee recommended approval and the board agreed.

5. Proposition: That all unit owners be required to allow access to the space between floors in order to make necessary repairs to utilities of other units in the same building. (See Property Manager's report.)

- **Community Relations and Social Committee** – Sue Marchal reported that the Thanksgiving social and food drive were a big success. Over 80 bags of non-perishable food were collected for the St. Vincent de Paul Society Food Bank. She thanked Pratt Landry for organizing the event and Tim and staff for collecting and delivering the items collected to the food bank. The Christmas Social will be held at the North Pole (pool) on Sunday, December 18<sup>th</sup> from 3:00 – 5:00 p.m. The association will provide sandwiches and soft drinks. The social committee will ask residents to bring their favorite holiday dish to share and wine or beer if desired. This will be the last social until spring and warmer weather.
- **Long Term Planning Committee** – Richard Tate reported that the committee had met but had very little participation. The committee is assessing the adequacy of the reserve fund.
- **Governance Committee** – Stephanie distributed the revised Conflict of Interest Policy and asked that all board members sign and submit it to Tim by the end of the year. She also distributed a draft of the Code of Conduct Policy and asked members to review it. The board will vote at the January meeting on adoption of the policy.

#### IV. Property Manager's Report

- **Accounts Receivable** – Total receivables due are \$26,202. Because some owners prepay, our receivables show a credit balance of \$1,610 as of the end of November.
- **Maintenance** – Because the gazebo posts are deteriorating Tim suggested that the posts be replaced with iron posts. The posts will be similar in appearance to the current posts but will last much longer. The estimate to replace the posts is \$5,600. The existing structure will be supported by scaffolding while the posts are repaired.

There was a water leak in building 32 which flooded two downstairs units.

The A/C line in unit 3424 needs replacing and the line runs through adjoining unit. Sue moved that the board draft a policy on access to utilities at the next meeting. Teva seconded and all approved.

Tim stated that there were 19 work orders pending but some of those issues were addressed by the Landscape/Permit Committee.

- **Insurance Issues**

**Workman's Compensation Insurance Policy Renewal** – Tim stated that he had received a quote from Traveler's insurance of \$7,200 and a quote from State Farm for \$9,200. The policy renews in January.

**Wind Coverage** – We should know by the end of the year what the premiums will be.

- **Garbage Collection** – Some residents were putting garbage out in the morning after the pickup which meant that the staff had to collect garbage. Tim stated that he asked the contractor to schedule pickup later in the morning.
- **Christmas and New Year's Office Hours** – The office will close on Thursday, December 22<sup>nd</sup> at noon and reopen on Tuesday, December 27<sup>th</sup> for Christmas. It will close on Thursday, December 29<sup>th</sup> and reopen on January 3<sup>rd</sup> for New Year's.
- **Reserve Fund** – The balance is \$613,000 as of October. CDs are being purchased with laddered maturity dates. Richard moved that the board be provided with a clear statement of capital reserve fund activities. Sue amended the motion to include the savings account. Teva seconded. All present approved.

## V. **Old Business**

- **Request to have board meetings twice a month** – Richard moved that the board meet twice a month. The motion failed for lack of a second.
- **Energy Efficiency Speaker** – Sue will contact Frank Gallagher about scheduling the speaker from Entergy in January.
- **Speaker from JP Sheriff's Department** – because the deputy wants to have the meeting on the property it was decided to postpone until spring. Members of the board try will meet with him prior to that time to discuss safety and anti-crime issues.

VI. **New Business** - Lenny and Tim will meet with postmaster regarding replacement mailboxes.

## VII. **Adjournment**

Lenny reminded everyone that the next regular board meeting will be Wednesday, January 18, 2012 at the home of Pat Traina, unit 501. Stephanie moved that the meeting be adjourned and Teva seconded. All approved. The meeting was adjourned at 9:05 p.m.

Submitted for publication on the 11<sup>th</sup> day of December, 2011.

Sue Marchal – Unit 1904  
Secretary

Minutes of the meeting of the Architecture, Landscape, and Permits Committee

Dec. 1, 2011

Committee members present: S. Bugbee, L. Harang, L. LaMotte, S. Marchal, K. Rabalais, C. Ruf

Staff present: T. Munch, J. Adams

1. Proposition: The Association should adopt policies and procedures by which it would permit unit owners to replace external windows in their respective units at their own expense. This is in response to a request from unit 1805.

Discussion. See attached written comments by L. Harang, S. Marchal, and C. Ruf, which were circulated to the committee before the meeting.

TM summarized potential problems due to the greater depth of double-paned, gas-filled windows and to the difficulty of installing them properly. His conclusion is that the technology isn't ready yet. SM asserted that, from her personal experience and the experience of other knowledgeable sources, new windows were satisfactory, efficient, and durable. LH brought up warranty issues, that the gas dissipates over time, that she found instances of litigation regarding such windows. The question was raised, whether costs of replacements would be considered capital improvements to the common elements and hence subject to 80% approval if they exceed \$10,000, even if paid by owners. As she did in her written comments, LH noted that replacement windows become Association property and thus present the possibility of future expenses.

SB moved, and LH seconded, to recommend to the Board that it continue to prohibit replacement of existing windows with windows with dimensions and other design features different from the existing windows that they would replace; and that the Board not consider formulating additional policies or procedures for replacement of windows at this time.

The motion was approved by a vote of five for to one against.

2. Proposition: Because the numbering of buildings is not sequential, and current signage is in some instances confusing, that the Association should consider improving the signs and other measures to make it easier to find buildings and units. This is in response to a request from unit 1805.

See attached written comments. Committee members agreed generally that the system needs improvement. TM suggested experimenting with metal signs, beginning with the cul-de-sac

where unit 1805 is located.

LH moved, and SM seconded, that the Committee recommend to the Board that the Committee favors in principle improving the materials, configuration, and content of the signs; and that a map box, like the one at the north pool, be installed at the back gate.

The motion was approved by a vote of six for and none against.

3. Proposition: That security lights currently installed on buildings are aging and becoming less effective, and that the Board should permit owners to replace them at their expense.

This is in response to a request from D. Cazenave, unit 2921. TM supplied prices for possible replacements with halogen or LED lights. His recommendation was that, considering cost and expected lifetime, these are not better than the fluorescent fixtures now in place. If individual owners are to be permitted to replace security lights, the Board should enact policies and procedures, including approved types of lights and installers. TM suggested replacing DC's security light with a new fixture of the same kind.

LH moved, and SB seconded, to forego any action on this topic pending further investigation and recommendation by TM.

The motion was approved by a vote of six for and none against.

4. Proposition: That the wooden posts supporting the tops of the gazebos at both pools be replaced with iron posts.

TM said that pressure-treated posts are not available, and the wooden posts must be replaced with a frequency that makes the extra initial outlay for iron posts more economical over the long run. He estimates that the cost would be \$700 per post, compared to about \$200 each for the untreated wooden posts.

LH moved, and KR seconded, that the Board approve replacement of the wooden posts with iron posts, subject to budget priorities.

The motion was approved by a vote of six for and none against.

5. Proposition: That all unit owners be required to allow access to the space between floors in order to make necessary repairs to utilities of other units in the same building.

TM recommended that the Board enact this requirement because, due to the configuration of some buildings, utility lines (electrical and air conditioning specifically) for some units run from the outside of the building through the inter-floor space of other intervening units. In some

circumstances, the only way to replace these lines is to open the ceiling in intervening units. The affected unit owner pays the expense, but the process is disruptive for the occupants of the intervening units.

The Committee recommends that the Board consider and enact a policy that would require unit owners to allow access in such instances.

Respectfully submitted Dec. 5, 2011  
Lynn Roy LaMotte, Committee Chair