

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

Wednesday, September 5, 2012  
Fourth Meeting of Fiscal Year 2012-2013

Board members present: Sara (Sawese) Bugbee  
Linda Harang  
Al Lafaye  
Teva Ostarly  
Stephanie Prunty  
Lenny Simmons  
Pat Traina  
Staff present: Tim Munch, Jeff Adams

**1. CALL TO ORDER**

- Stephanie Prunty called the meeting to order at 6:55 pm at Unit 2704

**2. AGENDA – SPECIAL MEETING, HURRICANE ISAAC REPORT, STATUS**

**Property Manager Report –**

**A. Damage –**

- 67 units have roof damage; staff has inspected all 67 and confirmed damage
- as of Tuesday Sept. 4 all roofs were at least temporarily patched pending repairs
- 50 sections of perimeter fencing were blown down and/or damaged
- 3 chimney bonnets were blown off; staff has already replaced all 3
- 7 down-spout sections were blown off
- 1 reported leak from a window; staff has not been able to confirm this report
- 6 trees blown down, none blocked streets; top of 1 tree blown off (status of this tree will have to be confirmed by Tree Medics)
- 3 street light globes were damaged
- 6 window panes were broken

**B. Contractors –**

- Roofing contractor, Bayou Roofers, has been on site working since Monday Sept. 3 and will continue working until all damaged sections of roof have been repaired/replaced
- Crescent City Cutters (“CCC”, prior landscape contractor re-hired by Board decision on August 22) came on site Sunday Sept. 2, Monday Sept. 3, Wednesday

Sept. 5; preliminary cutting, edging, debris pick up has been finished; once larger debris is removed remaining lawn clean up will be finished

- since many sections of fencing are down, Board agreed that CCC should clean out servitude area on East side of property, and any exposed sections on West side of property
- Tree Medics will be on site Friday Sept. 7 (weather permitting) to begin removal of larger trees and large tree debris
- Gresse Plumbing is investigating how to eliminate or at least reduce “water ponding” that occurs near A/C units under stairs at Buildings 32, 37
- Manager will contact Parish to investigate removal of damaged trees in servitude area adjacent to East side of property

**C. Staff Response –**

- Tim Munch, Jeff Adams, Jason Munch were on site Thursday August 30 to assess damage
- Board approved by a vote of 7-0 to have all available staff work overtime on Friday, Saturday, Sunday to begin roof patching and other repairs
- Friday August 31, 5 staff were on site
- Saturday Sept. 1, 5 staff were on site
- Sunday Sept. 2, 4 staff were on site
- Monday Sept. 3, Manager was on site; rest of staff off for Labor Day
- Tuesday Sept. 4, routine schedule resumed; all staff reported for work

**D. Insurance Claim –**

- preliminary assessment of damage indicates that the Association may not meet the \$1.75 million deductible for a named storm; therefore, all damage to the Common Elements from Hurricane Isaac will be paid for by the Association, *i.e.* the owners
- Manager did file a claim, however, with Eustis (agent for wind coverage)
- by filing a claim, Association will have professional adjuster provide an independent value of the damage
- the Association’s claim also likely triggers the “assessment coverage” provisions of individual owners’ HO-6 policies

**E. Accounting for Damage Costs –**

- Given extent, status of damage Board agreed that it was not necessary to open a special/separate account for Isaac damage
- Manager will use separate Purchase Orders, and a separate ledger to track all expenditures, including staff overtime and staff costs, until all repairs are complete
- expenses will be audited separately once all damage has been repaired

**F. Owner Response –**

- all are grateful for the owners who helped minimize damage by keeping street drains cleared of debris, and monitoring persons present on the property
- Board and Manager acknowledge many owners who helped other owners with damage
- Board members and Manager report only 5 owners who called and/or emailed them with what can only be called rude and nasty complaints
- most owners were patient and understanding with status of repairs
- Board acknowledged quick response of Manager, Assistant Manager, and staff in responding to damage and making necessary quick repairs, especially to damaged roofs
- owners generally followed policy regarding the dumpster and garbage disposal

**G. Paying for the Damage –**

- the Board agreed that it is premature to discuss how to pay for Isaac damage
- possible ways to pay for damage will be discussed at future Board meetings, once the Manager can give a report on the actual cost of repairs

**H. Interior Damage to Units –**

- Board and Manager remind everyone that the Unit owner is responsible for damage on the interior of the Unit
- owners with interior damage should call their own HO-6 policy insurer to file a claim
- if an insurer needs a copy of the Association document detailing responsibility for interior damage, the owner should direct the insurer to the Restatement of the Declaration, which is posted on the official Audubon Trace web site
- the specific sections of the Restatement pertaining to the owner's responsibility for his/her interior damage are:

1 (E) "Definitions – Common Elements";

1 (P) "Definitions – Unit";

10 (H) "Insurance";

11(G) "Reconstruction or Repair of Casualty Damage";

12 "Maintenance, Repairs and Replacements"; and

14 "Decorating", see especially paragraph 2, which states in part, that the "boundaries [of the Unit] . . . are the finished, undecorated interior surfaces of the perimeter walls, floors, and ceilings . . ."

**I. Routine Maintenance on Buildings –**

- until further notice, there will be no routine maintenance on Buildings
- only non-Isaac repairs that will be made are those related to safety (hand railings, steps, porches, balconies, roofs, etc)

**J. No Damage –**

- Manager reports that there were no windows broken (just 6 individual window panes)
- no broken glass on front doors, patio doors; no broken or damaged garage doors
- no damage to either Gazebo; no damage to either pool, or pumps
- no damage to South Gate; no holes in roofs; all roof damage was due to shingles blown off and/or water blowing under roof vents

**K. Ad Hoc Committee –**

- the Board agreed to form an Ad Hoc Committee, with Lenny Simmons as Board Liaison, to analyze the Association's preparation for the storm, response to the storm, recommendations for future action
- topics to include, but are not limited to: web site/communication issues; telephone/cell phone issues; cable issues; process for evaluating roof damage; power outage instructions; landscape and debris removal; disposal of refrigerator contents; use of generators and types of generators; preventive maintenance; general communications before, during, after the storm
- Committee will also discuss problems caused when power was restored to the property on Monday Sept. 3, but power was not restored to the Office and Buildings 5 and 6 until Tuesday Sept. 4
- Board President will appoint the members of this Committee
- Committee will meet as needed and make a written report to the Board and owners

**3. ADJOURN –**

- Stephanie Prunty moved, Lenny Simmons seconded that the meeting be adjourned
- Motion passed 7-0; meeting adjourned at 8:20 pm
- next Board meeting is scheduled for Wednesday, September 26, 2012, at 6:30 pm, at Unit 2701

Submitted for publication on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Linda S. Harang, Board Secretary  
Unit 602