

Audubon Trace Condominium Association, Inc.

MINUTES OF THE BOARD OF DIRECTORS MEETING

November 12th, 2020

Board Members present:

Felicia Hardesty, Susan Pettigrew, Jodi Ketry

Management present:

Tim Munch

Call to Order: Felicia Hardesty called the meeting to order at 6:30pm.

Property Manager report:

Tim Munch presented a property manager report that includes Hurricane Zeta damages, work in progress, and work to be done.

Committee Reports

Finance:

- Jodi presented the monthly financials. In order to come up to speed for preparing and creating the FY21-22 budget, Jodi, the new Treasurer, requested a copy of the ATCA accounting software. After much discussion, with Management vehemently opposing the idea, all agreed the only copy would remain the office copy.

Permits:

- None.

Legal:

- Discussion of a citation from Jefferson Parish Department of Environmental Affairs due to an Owner's complaint of rodent activity on ATCA property. Management reported that the situation has been remedied.

Communication:

- Discussion of Communication Committee Questionnaire and compilation of Owner responses to be released via email by Tim.

Landscape:

- ATCA attorney recommended against using a waiver of liability for volunteer groups to do gardening work in the common elements as it would not completely protect ATCA from liability in the event of an injury.
- The committee will provide Tim with a list of trees to determine costs of inspection of said trees by a licensed arborist.

Welcome/Social:

- Tim will provide committee with a list of new owners to receive welcome packets.

Old Business:

- In response to an Owner requesting a topic to be stated for all executive sessions, The Board agreed to provide a topic for all future executive sessions.
- The Board approved and signed a resolution adding the current officers on the ATCA banking as per ATCA Bylaws.
- Tim is continuing efforts to have the USPS repair the deteriorating mailboxes.
- A carpenter's report was provided by Tim certifying the structural integrity of the stairs on the east side of Building 37. The Board recommended replacing any individual stairs causing the Owner(s) concern.
- The Board asked Tim to speak to Owners seen feeding feral cats in violation of the ATCA Handbook.

New Business:

- Tim provided the Board with a list of Hurricane Zeta damages. Schedule of repairs and costs assessment in progress.
- Stephanie Prunty resigned the position of Board President on November 11th, 2020. Barbara Dunbar, as Vice-President, replaces Stephanie. A Vice-President will be selected at the next Board meeting.

Adjourn:

Felicia Hardesty moved, Sue Pettigrew seconded that the meeting adjourn. The motion passed unanimously and the meeting adjourned at 8:30.

Next Meeting: December 16th, 2020, 6:30pm

Property Manager Report – November 2020

- Building 12 and 1 have been Pressure Washed. Carpentry work in progress on building 12. Painting in progress on building 12.
- Building 19 had a broken water feed line in the street. Due to Hurricane Zeta repairs could not be started till Thursday, November 5th.
- Building 19 water line repair finally completed on Friday, November 6th.
- Iron Fence repairs continue in several location on the property.
- Street repairs continue.
- Next round of 10 building to have new roof installation will start in November (weather permitting). The first two building are 29 and 30.
- J. & J Exterminating has completed Sentricon Bait Station inspections. No evidence of active termites in building. Termites were found in one bait station by building 32.
- EMSCO will provide pricing to repair parking area next to building 6.