

# Audubon Trace Condominium Association, Inc.

## **MINUTES OF THE BOARD OF DIRECTORS MEETING**

**December 16<sup>th</sup>, 2020**

**Board Members present:** Barbara Dunbar, Susan Pettigrew, Jodi Ketry, Felicia Hardesty, Stephanie Prunty, Pat Traina, Al Lafaye

**Management present:**

Tim Munch

**Call to Order:** Barbara Dunbar called the meeting to order at 6:30pm and recited the Serenity Prayer

### **Property Manager report:**

- Tim Munch presented a property manager report that includes Hurricane Zeta work in progress, as well as painting, carpentry and other necessary repairs. See attached.

### **Committee Reports**

#### **Finance:**

- The monthly financial reports were presented. A request from a vendor to resend a lost payment from 2012 was approved. It was recommended a special board meeting be held in early January for an in-depth discussion of the financial records.
- Christmas bonuses for the AT employees were approved.

#### **Permits:**

- A request from the owner of unit 1904 to plant a tree in the common elements was approved.
- A request from the owner of unit 703 to install a wood deck in the back yard was denied due to future replacement and maintenance costs that would ultimately become the responsibility of the ATCA.
- A request from the owners of units 205 and 206 to remove two leaning evergreens was approved.

#### **Legal:**

- None.

**Communication:**

- Discussion of Communication Committee Questionnaire and compilation of the 124 owner responses. As some of the Board members had not read the compilation, actionable items were tabled for the next Board meeting.

**Landscape:**

- None.

**Welcome/Social:**

- The Board approved thank you gift cards for the four owners who decorated the gazebos with the wonderful Christmas decorations.
- All new owners, reported to the committee by Management, were delivered welcome packets.

**Old Business:**

- Management reported the USPS stated that the replacement of mailboxes is ATCA's responsibility. The Board authorized Tim to purchase three cluster mailboxes to replace deteriorating mailboxes.
- The Board reminded Management to pursue the written opinion of the second licensed contractor that evaluated the stairs on the three-story buildings.
- The Board approved replacing front drive fencing with existing fence sections from the Riverdale side of property. After front drive fencing replacement/repairs are complete, fence replacement/repairs within the Trace will be accomplished.
- The Board approved purchasing additional lighting in needed areas with solar powered, battery back up street lamps recommended by Management. The front drive camera will be replaced by a self-contained and Wi-Fi accessible model.

**New Business:**

- Barbara nominated, Pat seconded and Sue Pettigrew accepted the nomination as Vice-President of the Board.

**Adjourn:**

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

**Next Meeting: January 27th, 2021 6:30pm.**

## December 2020 – Property Manager Report

- Carpentry on Building 12 is complete.
- The Painting on Building 12 is complete.
- The Painting of Building 12 iron fences continues.
- Painting and Carpentry on building 1 has begun.
- Broken water feed line on building 34 repaired.
- Street Repairs on the property are complete for this fiscal year.
- USPS says we are responsible for replacing Cluster Mailboxes. There are 2 of 12 unit mailboxes @\$1,290.00 ea. and 1 of 16 unit mailbox @\$1,380.00
- Contractor Inspection of 3 story building steps (see attached). Still looking for Contractors.
- South Dr. Gate control timer has been replaced; gate appears to be working properly again.
- Repairs to damaged gutters from Hurricane Zeta complete (cost \$1,345.00).
- There are 13 sections on the front drive and there are 17 sections between building 20 and 7 (east side of property).
- CJM Construction's estimate Labor and Materials – (Fence section \$875.00, A Post \$171.00 – Total Cost \$1,046.00). His price does not include breaking up the old concrete and removing it, in-house/contractor cost would change on how many posts we use by repositioning the post (two for everyone one that is broken). (see attached).
- We could save a lot of time and money by using existing fence sections from the Riverdale Side of Property or rebuilding some of the older sections. There would still be Labor cost to rebuild old sections.
- Associations estimated Materials cost:
- Fence Sections – Material, milling, primer, paint, caulk, nails - \$250.00 ea.
- Post – Material, milling, primer, paint, concrete- \$75.00 ea.
- Associations estimated Labor cost:
- Labor – is \$377.80 per day (10-hour day). This cost would go up if we have to remove, old post, old concrete and/or dig new holes. Prep work and installation in about 2 days per (section/post).
- The Associations – Estimated Labor and Materials cost: \$1,080.60 per fence section, including a post.
- Crescent City Cutters has estimated to plant Viburnums in each ten-foot Section at a cost of \$181.00 or \$236.00 (see attached).

- I would recommend that we abandon repairs to the Riverdale side of the property (the property is a parish servitude for the Mason Ditch – the association does not own it) starting at building 20 and continuing to building 7 (building 7 fences would remain) and replace with plants. Very cost effective and very low maintenance. The Missing Lattice Fencing on the front driven could then be replaced.
- Hurricane Zeta also damaged the electrical conduit lines and broke the front drive camera feed to the Property Management Office.
- The damaged electrical is for the Cal-de-Sac lights at the end of building 12, 16, 18 and 20. Those lights are old Mercury Vapor bulbs with Ballast. The four lights affected could be replaced with four Solar Powered, Battery Back, 5,000 lumen LED Street lamps. Each lamp is about \$1,030.00 and the mounting pole materials and labor is about \$500.00. This way we are no longer running camera feed lines and electrical lines on the fences once they come down and we save on our electric bill. We could place other such lights throughout the property (see attached).
- To replace the camera feed line would require us to do boring of 1,000 ft at a cost of about \$9,000.00 not including the cost of the rewiring. I would recommend that we do the same camera setup as by the pools. Camera would only be accessible by Wi-Fi and video would be self-contained in camera for 10 days.
- The Board asked that I look into Security during power outages. Security Companies require that you sign a 1 year Contract. They will not provide on the spot request for Security Guards. Weiser Security contract rate per Hour cost is \$15.95 per hour, 70 hours per week (see attached).
- We also looked into possibly renting Generator Towable Light Towers, the weekly cost is \$202.00 per tower with a \$200.00 drop off and pickup charge. One day advance notice required (see attached).
- Lookin' Good Treeman Services estimate cleanup some damaged trees and canopy's is pending.