

# Audubon Trace Condominium Association, Inc.

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

**March 24, 2021**

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

**Management present:** Tim Munch, Jeff Adams

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

Based on the request from the owner of unit 406 to address the Board regarding a repair issue, the owner was invited to the meeting.

### **Property Manager report:**

- Tim Munch presented the Property Manager Report. See attachment.

### **Finance:**

- Jodi Ketry presented the Treasurer's Report. See attachment.

### **Committee Reports:**

#### **Permits:**

- None.

#### **Legal:**

- None.

### **Communication:**

- Website improvements continue while we seek cost effective vendors to manage it.

**Landscape:**

- Management was asked to obtain bids on irrigation systems for front and back entrance beds.

**Welcome/Social:**

- An updated welcome packet is being created for Board approval.
- The Board is monitoring COVID-19 guidelines for future ATCA events.

**Old Business:**

- A structural engineer has been scheduled to evaluate buildings 29-39 stairs.
- ATCA CPA has submitted the PPP loan forgiveness application.
- Management is awaiting the fencing permits for the Riverdale side of the Trace.

**New Business:**

- The Board discussed holding an open meeting at the Golden Agers Club in May.
- Management will contact Jefferson Parish Recreation Department for available dates.
- The Board will meet April 21<sup>st</sup> to review the proposed 2021-2022 budget.

**Adjournment:**

Al Lafaye moved, Pat Traina seconded that the meeting adjourn. The motion passed and the meeting adjourned at 8:50pm.

**Next Meeting: May 6th, 2021, 6:30pm.**

## Property Manage Report – March 24, 2021

- Finished Painting Building 2.
- Metal Fences on building 2 being sanded, primed and painted.
- Building 23 is up next for Cleaning, Carpentry and Painting.
- There is broken water line in front of unit 802. We will be able to isolate water turn offs to building 7 and 8.
- The next property wide trimming will start after the azaleas have dropped their blooms or there about.
- Fence pricing for Chain Link Fencing: Arrow Fencing \$16,998.00, Westside Fence \$10,016.00, Amko Fence \$11,058.00.
- Fence pricing for Lattice Fence: U.S. Lawns \$35,000.00.
- Fence pricing for Wooden Privacy Fencing: Amko Fence \$15,136.00.
- Fence pricing using Sweet Viburnum Shrubbery: Louisiana Landscape Specialty 172, 3 gal. \$8,798.00, Louisiana Landscape Specialty 172, 7 gal. \$12,480.00, U.S. Lawns 172, 3 gal \$5,000.85, U.S. Lawns recommends using 344, 3 gal \$10,901.94, Crescent City Cutters 172, 3 gal. \$3,096.00, Crescent City Cutters 172, 7 gal. \$6,536.00.
- The 4 Cal-de-sac Solar LED street lights have been received at cost of \$4,244.00. First pole has been installed. First Light should be installed next week. The other three will be installed once a decision is made on the fencing.
- New dumpster gate lock has been ordered, waiting on delivery from Amazon. Owners will be required to enter 4 digit code on padlock to unlock gate to dumpsters.

- 3 Story wooden step replacement: Famiglio Fabrications, \$20,000 per set of stairs (\$400,000.00). Authements Iron Works \$21,500.00 per set of stairs (\$430,000.00) not including demolition, blueprints, permits and engineering cost.
- Michelle English Pool World has not returned pricing on the fountain repairs. NOLA Pool Plastering has provide an estimate of \$2,200.00 for Fountain Repairs.
- Mailbox update - I have spoken with the mail carrier multiple times. I have called and left messages for the supervisor multiple times. They are aware of the boxes being installed. I do not know what else to tell you about the USPS.
- Orkin Pest Control proposal, 4 bait stations per building (40 buildings) - \$3,200.00 plus service fee of \$280.00 per month on top of the \$539.00 per month we currently are paying. Interior service calls will increase from \$50.00 per call to \$75.00 per call.
- Unit 603 – until the Board starts addressing his emails, you can expect his request for answers to continue. Patty will address Condo Fee questions.

**AUDUBON TRACE CONDO ASSOCIATION**  
**Board of Director's – Treasurer's Report**  
**March 2021**

**General:**

- The board will continue to take steps to ensure the integrity of the financial records, and continuity when a new Treasurer is elected to the board.
- All financial amounts included in this report are rounded to the nearest dollar.

**Operation Costs:**

- Summary of operations costs will be provided quarterly when financial statements are posted (January, April, August, October).

**Financial Statements:**

- Although the Profit and Loss Year to Date statement was attached to the February minutes, the established schedule for distributing and posting financial statements is quarterly. The approved third quarter statements will be posted with the April Board meeting minutes.

**Delinquencies:**

- The board and management continue to work on condo fee collections
- As of 2/28/2021, delinquent condo fees have decreased by \$33,900 since 11/30/2020.
- Current condo liens: 1    Pending condo liens: 0
- Note: The total amount of delinquent condo fees will not impact any ATCA services.
- Note: Bank Checks are taking from 1 – 14 days to get to ATCA; therefore, please ensure your bank sends checks no later than the 1<sup>st</sup> of each month.

**Other Activities:**

- **Hurricane Zeta:**
  - As stated in January, no insurance claim will be made because the damage does not meet the deductible
  - As of 2/28/2021, \$3655 has been spent on Zeta expenses
  - Management is continuing to get updated and secondary estimates for the replacement of lights on the east (Riverdale) side of the property and the front drive replacement camera.
  - Current options being considered for the Riverdale fence including lowest cost estimate:
    1. Replace lattice -- \$35,000
    2. Privacy fence -- \$15,100
    3. Install chain link with living fence in front -- \$16,500
    4. Plant a living fence only -- \$6,500

**Notes:**

These estimates do not include the removal of any existing structures needing to be removed. Consideration must be given to the maintenance and longevity of each option. In order to install a structure, permits must be obtained from the Parish.

- **ATCA Insurance:**
  - The following ATCA Insurance policies renew in March each year: Property (including Hurricane), Commercial General Liability, Crime/Directors & Officers, Commercial Umbrella and Auto. Flood Insurance is paid separately.
  - ATCA Insurance premiums for the above list have increased this year by 26%.
  - ATCA Hurricane deductible increased by 50% from \$600,000 to \$900,000.
  - New premiums and deductible amounts will be included in next year's budget. The board is working hard to balance next year's budget with minimal, if any, impact to condo fees.
- **PPP Loan Forgiveness:**
  - The Paycheck Protection Program Loan Forgiveness application portal is now available to accept the simplified applications. Our CPA is working through the application process. The current expiration date for ATCA to file the application is October 25, 2021.