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	Effective 12/1/18	

AUDUBON TRACE CONDOMINIUM ASSOCIATION OWNER HANDBOOK

Welcome to Audubon Trace! The following information is being provided to help you become acquainted with your new home. We hope you find this information useful and would like to take this opportunity to remind you that it is the responsibility of each of us to make and keep Audubon Trace a safe, clean and pleasant place to live.

Property Management Office:

Property Manager: Tim Munch

Address: 4117 South Drive, Jefferson, LA 70121

Office Telephone: 831-4436

Office Fax: 828-2947

E-mail: AUDUBON1@NOCOXMAIL.COM

Regular Business Hours: Monday- Friday 8:00 a.m. to 5:00 p.m.

After Hours Maintenance or Repair Emergency Telephone: 504-831-0513

In any immediate emergency that may result in loss of life or property, please call 911.

MANAGEMENT OF THE CONDOMINIUM ASSOCIATION

The Association is managed by a Board of Directors. The Board is comprised of five to seven elected resident unit owners. The Association has a fiscal year beginning in July 1st and ending in June 30th. Elections are held in June of each year. Six Directors serve alternating two year terms, while one Director serves for one year. The positions are staggered to assure continuity in the Board. Board members serve voluntarily and with no compensation. There is one annual open meeting. There are several committees open to the entire membership. Your participation is welcome and encouraged. The dates, time and place of the open meeting will be posted on a sign at both the North and South entrances. Please contact the Property Manager if you are interested in serving either on the Board or on one of our committees. Meeting Minutes of the Board of Directors are posted on the website.

CONDOMINIUM DUES

Bookkeeping for the Association is provided by an outside Bookkeeper. Please contact the Property Manager if there is a problem with the posting of your Condominium dues.

Condominium dues are used to provide services and for repairs and maintenance of the common areas. These include, not exclusively, employee salaries, construction materials and supplies, utilities and water services, hazard and flood insurance for the common and limited common areas, pool services, lawn maintenance and landscaping services, legal and accounting fees, trash collection, pest control, termite contracts, and funding of the reserve account. During the month of June, each unit owner will receive a notice of their monthly dues for the next fiscal year and a copy of the approved budget. Condominium dues are assessed based on unit square footage. Dues are due on the first of each month and delinquent if received after the 15th. Dues paid after the 15th will be assessed a late fee. Unit owners who fail to pay dues will be subject to such actions as provided in the By - Laws. Payment of condo dues will be strictly enforced. For your

convenience, dues payments may be placed in the black mailbox located on the island directly behind the south pool. Be sure your payment indicates your unit number.

INSURANCE

The Association provides property, liability and flood coverage only for the assets of the Association for which the Association is required to maintain such coverage. This does not include coverage for the Unit owner's assets (i.e. the furnishings and/or your contents). Each Unit owner is advised to purchase adequate casualty and excess flood insurance for the square footage and value of his/her Unit, its furnishings and contents. Please contact your insurance agent for any additional information.

SAFETY

1. The interior maintenance and repair of the chimney is the homeowner's responsibility. An annual interior inspection of your chimney is recommended.
2. The inspection, maintenance, and repair of the Air Conditioning system are the homeowner's responsibility.
3. The inspection, maintenance, and repair of the water heater are the homeowner's responsibility.
4. The inspection, maintenance, and repair of the interior plumbing and electrical, including fixtures and appliances is the responsibility of the homeowner
5. Jefferson Parish Fire Department requires a fire extinguisher (type: 1A-10BC 2 1/2 lbs.) and smoke detectors (type: hard wired with battery backup). The batteries in the smoke detectors should be checked regularly. These safety items are the responsibility of the homeowner's as well.
6. Audubon Trace has a speed limit of 15 mph, as posted on our street signs. Please follow them. Help us ensure the safety of those walking our streets, cyclists, and our pets. Speed limits and stop signs are not optional and must be strictly obeyed.
7. The discharge of firearms and fireworks is illegal in Jefferson Parish.
8. Do not leave outdoor grills unattended. As per the Louisiana Fire Marshal's office, Grills must be 10 feet from any building structure and cannot be under any overhangs.
9. Firewood must be properly stacked 18 inches away from the building walls to prevent termite infestation. Violators will be notified and may be subject to a fine. Firewood will be confiscated and removed at the owner's expense.

MAIL

Mail is delivered to assigned and numbered mailboxes located in designated areas throughout Audubon Trace. Please contact the Property Manager if you are unsure of your delivery location. The zip code for Audubon Trace is 70121. The post office is located at 5720 Citrus Blvd., in the Elmwood area. New or additional mailbox keys can be obtained from the Post Office.

MOVING

(See Moving Policy) When planning your move in or out of Audubon Trace contact the Property Manager to discuss scheduling dates, times and procedures. POD type containers require prior Property Manager Approval.

UTILITY SERVICES

Audubon Trace unit owners should contact a local cable provider for cable television services. No additional external cables are permitted. Additional outlets may be wired inside your Unit at Unit owner's expense. Nothing may be permanently attached to the exteriors of the buildings, including satellite dishes.

HOMESTEAD EXEMPTION

Resident Owners are eligible for a Louisiana Homestead Property Tax Exemption. Unit owners should contact the Jefferson Parish Assessor's Office immediately after your act of sale to apply for this exemption.

TRASH COLLECTION

Audubon Trace employs a private service for the collection of trash. Trash is collected every Monday and Thursday. When the regular collection day is on July 4th, Thanksgiving, Christmas or New Year's Day, collection may be the following day. Household garbage and trash is to be placed in reinforced plastic garbage bag and set at the curb **NO EARLIER THAN 5:00 P.M. THE NIGHT BEFORE PICK UP.**

Cardboard cartons and paper bags are not suitable containers for household garbage and trash. Outside garbage cans are prohibited. Open food containers are prohibited as well. There is a dumpster located at the Property Manager's Office for your use if trash needs to be removed before the designated pick up days. Do not store trash bags on your porch or under the steps until trash day. Residents who remodel or redecorate their unit must arrange with the remodeling contractor for removal and disposal of construction debris.

RECYCLING

Audubon Trace has a Recycling Dumpster located by the Management Office. It is emptied twice a week (Mondays and Thursdays). Days may change depending on contractor. **Glass and Styrofoam are not accepted.** Please break down (flatten) all cardboard boxes so they lay flat in dumpster.

SOUTH GATE ENTRANCE

Hours for the south gate are as follows:

Monday – Friday Gate opens at 7:00 a.m.

Monday – Thursday Gate closes at 10:00 p.m.

Friday – gate closes at 10:00 p.m. and remains closed until 7:00 a.m. Monday morning.

There is a code to open the south (rear) access gate. Please contact the Property Manager for the code. During those times when gates are scheduled to be closed you must enter code to assure gate does not automatically close.

PARKING

Residents should obtain an Audubon Trace decal for all of their household vehicles. These should be placed on the passenger side of the windshield and may be obtained from the Property Manager. There are no designated or reserved parking spaces in Audubon Trace. Please observe the no parking signs, fire zones and the Handicapped signs. Please contact the Property Manager if you require a Handicapped Sign. Do not block driveways. Parking areas are not to be used for storage of unused or disabled vehicles or vehicles belonging to non-residents. Vehicles, which are not used on a regular basis, will be reported to the onsite Property Manager and are subject to being removed at the owner's expense. Boats, recreation vehicles, trailers, and commercial trucks may not be parked overnight. Such vehicles are subject to being removed at the owner's expense. Please be sure that you and your guests are courteous to your neighbors with respect to parking.

PEST CONTROL

The Association has a pest control contract. Each building is treated quarterly. Audubon Trace does have a termite baiting system for the entire property.

LANDSCAPING

Grass cutting and periodic trimming is the responsibility of management. Residents are encouraged to water grass, shrubbery and gardens during dry periods. Gardening is encouraged but be careful not to disturb the Termite Baiting System. If a Unit owner wishes to alter or change any landscaping or alter any part of the common or limited common areas of their unit, they require Board approval. See the Property Manager for the appropriate forms. If an owner wants to maintain their own shrubbery and gardens they can mark the area with "yellow flags". These flags are available from the Property Manager. **(SEE LANDSCAPE POLICY.)**

ARCHITECTURAL CHANGES

Changes to the common and or limited common areas of your unit require Board approval. See the Property Manager for the appropriate forms.

NEWSLETTER

There is a quarterly newsletter called the Tracer. Each unit owner will receive one. It provides important and useful information.

ROUTINE MAINTENANCE

Routine maintenance is managed by a work order system. Please contact the Property Manager if you require maintenance. Work Orders are prioritized by safety, potential for additional damages and availability of resources. Routine work orders are serviced on a first come first serve basis. There is a revolving maintenance schedule for the entire property. If you see something that requires maintenance, please contact the Property Manager.

POOLS (SEE POOL POLICY)

MAP (SEE MAP ON WEBSITE)

COMPLAINTS

We want to keep Audubon Trace a friendly and congenial place to live. If a problem arises with a neighbor, please try first to discuss the situation in an honest and courteous manner. Any complaint should be made in writing to the Property Manager. If you have an emergency after 5:00 pm, on weekends or holidays please call 504-831-0513. In case of an emergency call 9-1-1.

PETS

Pets are welcome at Audubon Trace. Please be a responsible pet owner and:

1. Do not let your pets disturb the peace and your neighbors.
2. Do not let your pet destroy someone else's property.
3. You must pick up after your pets. Do not dispose of the waste in the common areas or gardens.
4. As per Jefferson Parish Ordinance 7-66: All pets must be on a leash at all times and have a license tag with current vaccination date.
5. Pets are not allowed to be fed, housed, or tethered in Common or Limited Elements.

LEASES

Owners may lease their units. However, there are restrictions. Please see the By - Laws for specific details. Owners must submit a copy of the lease to the Property Manager.

SALE OF UNITS

Owners must inform the Property Manager when their units are placed for sale. Signs Advertising “For Sale” or “For Lease” may be displayed on the inside of only one window. Exterior “open house” signs are permitted only during “open house” hours. Please see the By Laws and the Property Manager for further regulations and requirements.

HURRICANE SEASON (SEE HURRICANE POLICY)

FINES

Fines may be assessed for violations of these rules and the By Laws. Late fees may also be assessed for delinquent payments. The fines and late fees are established at the first meeting of the Board of Directors at the beginning of each fiscal year. Please see the Property Manager for the amounts. Please be advised that the rules and regulations and the By Laws are strictly enforced.

POLITICAL DISTRICTS and VOTING

The Office of Voter Registration is located at:

Eastbank Office

1221 Elmwood Park Blvd., Suite 502
Jefferson, LA 70123
Phone: 504-736-6191
Fax: 504-736-6197
Office Hours: 8:30 a.m. – 4:30 p.m.

Voting Districts:

Parish Council – District 2, Prescient 129
School Board – District 4
State Representative – District 82
U.S. Representative – District 1
State Senator – District 9

Voting Location: Jefferson Elementary School, 375 Vinet Ave., Jefferson, LA 70121

AUDUBON TRACE CONDOMINIUM ASSOCIATION, through its Board of Directors, reserves the right to make exceptions to these rules and regulations in accordance with the terms of its bylaws and articles of organization.

LANDSCAPE POLICY

The Audubon Trace Condominium Association’s Landscape Committee, through a democratic process of the members of the committee, discussing and voting on each of the following items, pursuant to the directive of the Association’s Board of Directors, has adopted the following Garden and Landscaping Guidelines which shall, unless and until amended, revised, or

revoked govern gardens and landscaping within the Common and Limited Common Elements (Area) of Audubon Trace.

ACCENT LIGHTING:

New accent lighting must be approved by the Property Manager, who may request an advisory opinion of the Landscape Committee before approval.

ARTIFICIAL PLANTS:

There shall be no use of artificial plants or flowers in pots, gardens, patios, window boxes, balconies, etc.

DÉCOR ITEMS:

Décor items, including garden art, birdbaths, birdfeeders, wreaths and flags are allowed. Flags are limited to one flag, not more than 15 square feet of total space. All items must be properly maintained.

EDGING:

Permissible edging materials include live and healthy border type plants, brick, concrete or stone. No wood or plastic edging is allowed.

GARDENS:

Owners are encouraged to plant in existing gardens and are not required to obtain prior approval from the Landscape Committee or the Board of Directors. New gardens require Owners to provide drawing to the Landscape Committee and approval by the Board of Directors. The area of any existing garden is acceptable, however the make-up of the garden is and remains subject to the review of the Landscaping Committee, and any change in the area requires the permission of the Landscaping Committee. Plants should not come in contact with the exterior of any building. Unit Owners are encouraged to maintain their gardens and enhance our park-like atmosphere.

Vegetable Gardens require prior approval from the Property Manager.

PATIOS:

Patios shall not be used for the storage of trash or household supplies, unless stored in a storage unit or cabinet. Storage units cannot exceed the height of the patio or balcony fencing and must have the prior approval of the Property Manager. Live vegetation may not be attached in any way to an exterior wall. Such potted plants as are in keeping with these guidelines shall not be placed directly on the surface and shall be elevated at least 1 inch from the surface to allow

area under the pot to dry. No pot shall be placed within 4 inches of any building wall. Pots or any other items shall not be placed on steps or stairwells where there is a handrail. All pots shall have living plants. No animal storage, kennels, or animal housing is permitted on balconies, patios or any area.

POLITICAL SIGNAGE:

Political signs are not permitted in Audubon Trace.

SEASONAL ITEMS:

Holiday decorations are encouraged. Christmas decorations may be displayed after Thanksgiving and must be removed by January 6th. Other seasonal decorations are permitted to remain no later than one week after the holiday. Inflatable decorations are prohibited.

SPECIAL EVENTS:

It may be that some members may have certain occasions occur for which some additional treatment of their unit may be desirable (weddings, births, etc.). In such cases the owner should contact the Property Manager to request permission for such treatment as they wish.

TREES:

Tree planting and/or removal require prior approval from the Landscape Committee and the Board of Directors.

WIND CHIMES:

Suitable Wind Chimes are allowed unless the Landscape Committee agrees with a written complaint from a neighboring owner.

COMPLAINTS:

Except as otherwise stated, any unit owner wishing to complain about the appearance or use of the Area by any other unit owner must make such complaint in writing and deliver it to the Property Manager.

These guidelines are to govern unit owner's use of the common and limited common areas. We hope to preserve the natural beauty, charm and ambiance of Audubon Trace.

The Property Manager has the right to request removal of anything that causes a safety concern or poses a threat to the structural integrity of the building or results in water/moisture/pest control problems.

These guidelines are in all regards subject to the provisions of the Charter and By Laws of the Association.

Hurricane Protection Plan

Precautions for an approaching hurricane:

- Nothing can be attached to the Common and Limited Common Elements of your building.
- Review your family disaster plan.
- Find your Property & Liability Insurance policy, Flood Insurance policy and any other important papers you may need and secure them in a zip lock bag.
- If there are hurricane conditions on garbage day, trash will not be collected. Bring all trash inside.
- Clear balconies, patios, and yards of lawn furniture, potted plants, hanging baskets, trash, garden tools, and any other potential flying objects.
- Anchor objects that cannot be brought inside.
- Stay inside, away from windows, sky lights and doors.
- Taping your windows is an unnecessary and useless precaution.
- Avoid open candles as a source of light.
- During a loss of power, turn off all major appliances to reduce damage when power is restored.
- If it is safe to go outdoors, help keep drains free of debris and pickup blown debris.
- Call 911 if suspicious persons are on the property.
- If a mandatory evacuation order is issued, lock your home and leave immediately.
- Be sure to take any medications you need with you.
- Property Manager/Maintenance personnel will not be available for any emergency calls.

After the storm passes:

- Check for roof leaks and other building damage.
- Shut off any damaged utilities.
- Clean up spilled medicines, bleach, and any flammable liquids immediately.
- Check on your neighbors, especially the elderly or disabled.
- Take photographs of all damage before attempting temporary repairs; keep your receipts for insurance claims.
- Repairs to correct safety hazards, roof, and building will begin as soon as it is safe for maintenance personnel to return to work.
- Trash and storm debris will be removed as soon as possible.

Adopted 12/14/04 issued 6/1/05

Audubon Trace Condominium Association
Rules for Pools, Gazebos, and Parties
[adopted 9/13/06; effective 9/13/06]

Safety Rules for Pools, and Gazebos

The following rules apply to all Owners, residents, and their guests while they use the pools, the pool areas, or the gazebos of Audubon Trace.

The rules are:

- Diving head-first into the pools is prohibited at all times.
- There is no lifeguard; you swim at your own risk.
- Loud noise is prohibited after 10 pm on weekdays (Sun-Thurs) and after 11 pm on weekends (Fri-Sat).
- Running, horseplay, and loud music are prohibited.
- Glass containers and bottles are prohibited in the pools and pool areas.
- Pets are not allowed in the pools or pool areas.
- Persons with cuts or open sores are not allowed in the pools.
- Owners are expected to leave the pool areas clean.
- Infants and toddlers are expected to wear specially designed pool diapers or pool pants when in the pools.
- Persons going in the pools are expected to wear proper swim attire.
- Children under 15 years of age must be accompanied by an adult.
- Owners may be fined if they, their residents or guests violate the rules.
- The Property Manager has information about the pool rules and using the pools.

Rules for Parties

The following rules apply to all Owners, residents, and their guests when they have parties at the pools, pool areas, or either gazebo (No pools, pool or deck areas, nor either gazebo can be reserved exclusively for party use).

The rules are:

- The host is responsible for telling guests to park off premises on South Drive, and making arrangements to get the guests on and off the property through South Gate. Guest must observe no parking signs.
- The host is responsible for same day clean up at the pool, on the deck, under the gazebo and removal of trash to office dumpster.
- The Property Manager has information about the pool rules and using the pools. Food preparation is only allowed outside the pools, deck, and gazebo areas. No food preparation is allowed inside the pools, decks or gazebo areas. Only pre-prepared foods are allowed inside the pools, decks, and gazebo areas.

Reserve Policy

1. Adequate reserves shall be established to provide for the repair and upgrade of roofing, streets, pools, plumbing and electrical infrastructure, and capital improvements.
2. Funding of the reserve account shall occur monthly from the operating funds.
3. The reserve account shall have an annual budget that coincides with the annual budget of the operating funds (July-June) and shall be approved by the Board of Directors in coordination with approval of the annual operating budget.
4. The reserve account shall not be used for annual operating expenses. If annual operating expenses exceed operating revenues, then a dues increase should be approved by the Board of Directors.
5. The reserve budget shall be reviewed annually to assure that reserves are being accumulated sufficient to meet the long- term reserve requirements.
6. Investment policy: Reserves shall be invested in investments with terms not to exceed five years. At least twenty (20) percent of reserves shall be maintained in cash or cash equivalent investments. Cash in banks shall not exceed the \$250,000.00 bank insured levels. It is our policy to invest funds in conservative investments such as treasury obligations and certificates of deposit and not in investments that are speculative in nature. The need for liquidity of reserve funds shall be deemed a greater need than the need for higher rates of return.
7. Capital items are those items that have a useful life in excess of one (1) year and extend the useful life of the building and improvements.
8. All insurance deductibles are to be paid out of the reserve account.

Amended 4/19/05