

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS

Wednesday, July 28, 2021

Second Meeting of the Fiscal Year 2021-2020

Meeting called to order by Al LaFaye at 6:30 pm in Unit 302.

Board members present: Barbara Dunbar, Felicia Hardesty, Al Lafaye, Sue Pettigrew, Stephanie Prunty, Pat Traina, and Pat Williamson

Management present: Tim Munch (Property Manager) and Jeff Adams (Asst. Property Manager)

1. MANAGER REPORT -

- a. Full report attached to minutes. Specific items will be addressed in minutes.

2. OLD BUSINESS

- a. **LAWSUIT** – Audubon Trace Condominium Association and the owners of Units 701, 1004, 1404, 2505, and 3723 have been named in a lawsuit brought by the owner of unit 602. The litigation has been referred to our attorney.
- b. **COMMITTEES** – Tim sent out emails for volunteers for the landscape committee and website. Linda Harang has volunteered to chair the landscape committee; Jason Calmes and Cindy Smith have volunteered to be on the Communications and website committee.
- c. **BIG 10 STAIRS** – An engineering company was retained by the previous treasurer at a cost of \$1,750 to evaluate the condition of the stairs. Report dated May 4, 2021, on file at manager's office. The report noted some items in need of immediate repair (completed) and several items with estimated remaining lives ranging from 1 to 5 years. Based on the estimated lives indicated in the report, Felicia Hardesty moved, and Barbara Dunbar seconded that we accept the repair schedule noted in the report. Pat Williamson spoke with the engineer on July 27, 2021, who noted that it was his understanding that the items that needed immediate repair had been completed (See Manager Report). Replacement of the stairs is scheduled in the reserves account after the roofs are complete. The engineer informed Pat Williamson that the buildings are not in any structural danger. He recommended inspecting the stairs every six months and replacing rotted wood until full replacement as scheduled. After discussion, the board voted 7 – 0 to accept the report itself. Repair schedule will be discussed after Barbara Dunbar speaks to the engineer.
- d. **FENCE** – Pat Williamson met with Tim Munch on July 8th and walked the fence line with him on June 16th and presented a report on the fence. A full-size copy of preliminary plans was presented at the meeting which showed the drainage servitude running along the first 10 feet of our property line along the Eastern border of the site. It should be noted that legally, anything in the 10' servitude is controlled by the Jefferson Parish Drainage Department. Further, a permit was required to construct new posts for the fence. The delay in the permit has always been that the Southeast LA Flood Control Authority would not allow the permit until the Mississippi River dropped below 11'. The permit was granted on 6/23/21. Tim Munch has spoken to Clinton Hotard (head of the Drainage Department) who has indicated that he would like to see all permanent structures in the servitude be removed (See Manager's Report). Tim has also spoken to Ricky Hollier, head of Code and Enforcement who has indicated that any fence

constructed must be opaque. Barbara Dunbar spoke to someone else in Code Enforcement who indicated that any kind of fence can be constructed (if permitted by the Drainage Department). Pat Williamson studied the preliminary plans to determine where a fence could be constructed that would not require Drainage Department Approval. The plans indicated that the buildings were supposed to be constructed 15' from the property line. Pat Williamson measured the distances from the fence to the buildings and the actual distances ranged from 12 ½' to 15'. No completed site plan was located either in the office or could be found in the permits department thus it is unknown where the existing fence is located on the site or where a new fence could be legally constructed. Given the degree of uncertainty, Stephanie Prunty moved, and Felicia Hardesty seconded that we order a survey. Motion passed 7 - 0. After the survey is completed, the Audubon Trace Board plans to hold a meeting for the property owners of the buildings along the fence line to present options hopefully with representatives of the municipal departments present. In the meantime, Tim and Jeff will oversee removing the broken fences, posts, and camera wire.

- f. **SYCAMORE TREE** – Felicia Hardesty obtained bids to address the large Sycamore tree at the front entrance which, according to the arborists, is split and has a large cavity. It is unknown if it is rotten but should be removed as it is in immediate danger of splitting and falling on buildings in a storm. Stephanie Prunty moved, and Pat Williamson seconded that the tree be removed. Motion passed 7-0.
- g. **TREASURER REPORT** – The annual report with the Secretary of State has been updated to reflect current officers. New signature cards have been updated with the bank to reflect new officers. Treasurer met with CPA Susan Vaughn for introduction. She was two months behind in posting but is now caught up. There are some adjustments and corrections that need to be made to the financial statements. Those adjustments should be made in the next two weeks. Year-end financials will then be sent to the Board for approval and then distributed to the Owners. Since some members of the previous board made allegations of missing invoices/revenue the CPA and Treasurer spoke with our auditor Matt Rogers. He has been our long- time auditor. He explained to us his testing process for examination of the accuracy of revenues. He found no discrepancies. Attached to the minutes is a letter from him explaining his testing process for verification of our annual revenues. No further action is required regarding this issue. There are still some owner credit balances that need to be reconciled. Our contract CPA will continue to address and make corrections as necessary. Two late fee notices were issued by Management as required.

3. NEW BUSINESS

- a. **COMPLAINT FORM** – Stephanie Prunty introduced a complaint form that can be used by residents and suggested that the form be sent to Tim Munch and cc'd to the secretary, Pat Williamson. Each month the forms will be discussed at the board meetings along with any work orders that will now be copied to the secretary as well. Tim will send the form via email to the owners and have the web master put it on the web site.
- b. **GAZEBO MEETINGS** – The first Gazebo meeting is tentatively set for September 29, 2021.
- c. **OPEN MEETING** – Planned to be held in January after six months of income/expense available.
- d. **WASP CONTROL** – Barbara Dunbar suggested allowing residents to paint their porch ceilings a specific color of blue which is reported to deter wasps. Tim will research the exact color and owners can paint ceilings at their own expense, only that color, if desired.

- e. **STORM DOORS** - Barbara Dunbar requested that residents be allowed to install storm doors on their front porches. Motion denied.
 - f. **GREEN MAN DAN/TRENCHING RAINWATER** - Tim obtained a bid from a landscaping service to install drains in areas along buildings 35, 19, 28, 15, 17, 23, and 25. This bid was \$31,630.80 (attached). Cost was considered prohibitive and standing water will continue to be addressed with on-site trenching on an individual basis. Owners should contact Tim as needed.
 - g. **PILE OF DIRT BY UNIT 2104** - Dirt will be utilized by paving company when the streets are repaired this year.
 - h. **SHORT TERM RENTALS** - Pat Williamson discussed a request suggested by a resident to deny AIRBNB or short-term rentals. As our by-laws already prohibit this use, a resolution is not required.
 - i. **PERCENTAGE RENTALS TO OWNERS** - Felicia Hardesty suggested changing our by-laws to limit the number of units permitted to be utilized as rental property. Tim Munch noted that to retain our FHA status, the rentals must be limited to 10% of total units and that the rental units typically range around 13 units. As such, no action was deemed necessary at this time.
4. **ADJOIN** -
- a. Stephanie Prunty moved; Barbara Dunbar seconded the motion to adjoin the meeting.
 - b. Motion passes on a vote of 7 - 0.
 - c. Meeting adjoined at 8:15 pm.
 - d. Next meeting scheduled for August 25, 2021.

Submitted for publication on the ____ day of _____, 2021.

Pat Williamson, Board Secretary
Unit 604

Property Manager Report – July 2021

- Painting and Carpentry work continues on building 14.
- The next building for Cleaning, Carpentry, and Painting will be Bldg. 29.
- Fountain repairs complete.
- Building 30 roof replacement in progress. Building 22 will next.
- Trimming is almost complete. There are still a few punch list items that need to be address. If there is something that has been overlooked, please let management know.
- EMSCO has been on the property to estimate the next round of street repairs. This estimate includes removing 5-10 feet of concrete along the east side of the property that is in the Jefferson Parish Drainage Servitude.
- Our Insurance Carrier, AMRISC, by way of an insurance audit, will be requiring us to implement a program to ramp all sidewalk entrances to units.
- Bldg. 21 tunneling work to replace broken Main Sewer/AC/Drain lines has been completed.
- Broken Water Service Line to unit 803 has been repaired.
- Broken Water Service line to unit 904 has been repaired. Part of the sidewalk that was removed to render repairs to be replaced by EMSCO.
- Drain Department will be issuing report requiring that all permit structures in the Jefferson Parish Drainage servitude must be removed. Jefferson Parish Code Enforcement will issue permit on fencing or shrubbery and what location outside of their 10' servitude we will permitted to install either.
- The North Side Steps for unit 3821-24 have been repaired. As had been report in my March 24th 2021 Property Managers report the Replacement Cost for the all wooden steps was between \$400,000.00 and \$430,000.00 not including demolition, engineering, blueprints, permits, etc. This project should start after all the roofs have been completed.
- Greenman Dan Inc. has submitted an estimate to provide French Drains for three different areas on the property (Behind Bldg. 35, Behind Bldg's. 19 and 28, and around the fountain area Bldg's. 15, 17, 23, and 25). The estimated cost for this project \$31,530.80.

- Board Member Felicia Hardesty has contacted Lookin' Good TreeMan Sevices, to trim 13 Drake Elms on Front drive, remove 8 Savannah Hollies on the front drive and remove a Sycamore tree behind bldg. 20. The estimated cost is \$5,150.0.
- DA Exterminating has completed placement of Rat Bait Stations around all 40 building. 13 bldg. Bait Stations around the property will be serviced quarterly.
- New Pool Cleaning Contractor started July 1, 2021.

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LABI SMALL BUSINESS COUNCIL
**ASSOCIATE CONSULTANT

July 28, 2021

Tim Munch, Property Manager
Audubon Trace Condominium Association, Inc.
Jefferson, Louisiana

VIA E-MAIL

Re: Revenue Testing

Dear Tim,

Concerning the above-captioned matter, procedures performed include, but are not necessarily limited to, the following:

1. Verify the accuracy of "Schedule of Percentage Interest and Obligation" as to number of units by "Unit Type" and compare total per schedule against total number of units within the Audubon Trace development.
2. Extend condo fees per "Unit Type" across total number of units per "Unit Type" across twelve months.
3. Arrive at grand total of condo fees including all "Unit Types."
4. Compare grand total against condo fee revenues per QuickBooks data file, which reports (i) operating budget condo fees & (ii) reserve fund condo fees separately.

For the fiscal years ended June 30, 2017; June 30, 2018; June 30, 2019; and June 30, 2020, we arrived at a grand total of condo fees per the "Schedule of Percentage Interest and Obligation" of \$1,147,161.

Condo fee revenues per QuickBooks data file were determined to be as follows:

- Fiscal 2017: \$970,035.24 operating budget + \$177,125.76 reserve = \$1,147,161.00 total
- Fiscal 2018: \$969,491.31 operating budget + \$177,125.76 reserve = \$1,146,617.07 total

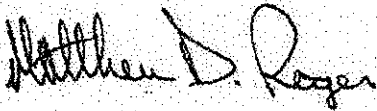
- Fiscal 2019: \$969,619.75 operating budget + \$177,125.76 reserve = \$1,146,745.51 total
- Fiscal 2020: \$970,476.79 operating budget + \$177,125.76 reserve = \$1,147,602.55 total

Outstanding condo fees would be represented by amounts posted under "Accounts Receivable," as of a particular date. Certain outstanding amounts are written off as bad debts generally after the Association has exhausted all collection efforts.

Your kind consideration of, and prompt attention concerning, this matter is greatly appreciated.

If you have any questions concerning this matter, please do not hesitate to contact me at your earliest convenience at (504) 486-5917, Monday through Friday, between 9:00am and 5:00pm, or via e-mail at mroger@rogerepas.com.

Best regards,



Matthew D. Roger, CPA, CFF, MS-Tx
Managing Member

MDR/s

Enclosures as stated.

