

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.

MINUTES OF THE BOARD OF DIRECTORS

Monday - December 6, 2021

Seventh Board Meeting of the Fiscal Year 2021-2022

Meeting called to order by Al LaFaye at 6:30 pm in Unit 2704.

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


Management present: Tim Munch (Property Manager)

1. **MANAGER REPORT** - No new report since the 11/22/21 meeting.
2. **COMMITTEE REPORTS** -
 - a. **TREASURER REPORT** -
 - i) **Assessment** - Stephanie presented a board resolution to open a second bank account at Hancock Whitney to deposit the assessment funds. Pat Traina seconded. The resolution passed 7 - 0. It was questioned why the assessment in 2012 was paid monthly while this one is in two payments due March 15, 2022. In 2012, the insurance company paid ATCA immediately and we had the funds to do repairs. Insurance company has still not paid us to date, and it appears they will offer less than we initially thought. Barbara Dunbar made a motion that we notify owners with hardship cases to contact Tim with a proposed payment schedule which will be presented to the board for consideration on a case-by-case basis. Pat Williamson seconded. The motion passed 7 - 0. Stephanie will draft the letter to be sent in a separate email.
 - b. **SOCIAL WELCOME COMMITTEE** - The Christmas party was on December 5, 2021. The board would like to thank the following owners who decorated the gazebos: Mary Jane Post, Cathy Balsler, Linda Boaz, Joe Breeden, and Pat Williamson for the south gazebo and Janine Whittaker who single handedly tackled the front gazebo. The board decided to incorporate information in the welcome package explaining loss assessment insurance and suggest that new owners contact their insurance companies to make sure they have adequate insurance in case of another storm and/or assessment in the future.
 - c. **PERMITS** - Request from Unit 3105 to remove two trees near their unit. Discussed in Landscape Committee.
 - d. **SECRETARY REPORT** - The minutes from 11/3/21 and 11/22/21 were emailed to the board members in advance. Felicia requested some changes at the meeting. The minutes will be revised and sent back to the board members for approval. Barbara Dunbar made a motion for the secretary to complete the minutes within seven days, give the board members seven days for approval, and then give the secretary seven days to make the changes so the board minutes can be sent to the owners sooner. Stephanie Prunty seconded the motion. It passed on a vote of 7-0. Felicia Hardesty made a motion to do a roll call vote in which the names of who voted are included in the minutes. Barbara Dunbar seconded. The motion passed by a vote of 7-0.
 - e. **LANDSCAPE COMMITTEE** - Submitted by Linda Harang, Unit 602. (Attached)
 - i. **Unit 3105** - Remove two trees as one tree is a tripping hazard, and the rear tree is a hazard to the roof and rear patio. . Stephanie Prunty moved to permit removal at owner expense under guidance of property manager. Al Lafaye seconded. Motion passed 7-0. The board members will inspect the tree prior to voting.
 - ii. **Landscape committee recommendations** - remove tree between buildings 22 and 24 and to remove tree behind Unit 3101. The board will have an arborist inspect these two trees to determine if they should be removed. The committee also recommended that the property manager and/or board hire an expert to discuss what type of trees can be replanted that will not damage the water lines. Felicia Hardesty is a master gardener and has presented Tim with some of this information previously.

3. OLD BUSINESS:

- A COMPLAINT FORMS: Complaint forms are located on the web site under owners/forms and mailed to both Tim and Pat Williamson as secretary. Please call Tim to report a needed repair/complaint first.
- i. From Unit 702 – Grass cutters have damaged irrigation system. Tim has fixed this once before and has the parts to make the repair.
 - b. ROOF REPORT – Tim provided a summary of the four bids for the remaining buildings. Fourteen roofing companies were contacted, two owners referred companies, and we received four bids. Of the two lower bids, one company has been in Louisiana for a year, and the other only since 9/19/21. The two long-term Louisiana roofers had higher bids, but it was felt they would still be in Louisiana to support their warranty if there was a problem down the road. Brennan's Roofing was the lower of those two bids and the new roofs they installed held up very well in IDA. Actual bids will be available to review by appointment. Please call Tim.
 - c. FENCE REPORT – The good news is that the fence can be replaced exactly where it was before Hurricanes Zeta and Ida. As noted in the 9/29/21 board meeting, it was unclear who had the final authority as to where the fence next to Riverdale could be constructed. Pat Williamson went in person to the Code Enforcement Office and spoke to Ricky Hollier who provided the paperwork for the permit issued on 6/23/21. She also spoke to Clinton Hotard with the Drainage Department. Both gentlemen indicated that an opaque fence could be built 8 feet from the Riverdale fence per the permit. She also spoke with Sal Puleo who told her that there was legislation passed that allowed fences that were destroyed in storms to be rebuilt exactly in the same location and the same kind of fence. He offered to look over all the material for her and meet after the Thanksgiving holiday. On 11/30/2021, Pat Williamson, Barbara Dunbar, and Kit Francisco met with Sal Puleo and Ricky Hollier. Mr. Puleo stated that he saw no reason why the fence could not be replaced exactly where it was. He noted that if anyone complains, it will be to his office, and he has alerted all of his employees about the situation. A copy of the legislation was provided and is attached herein. He felt that the drainage department would not inspect the property line. The bad news is that Tim has contacted 18 fence companies for both wood and vinyl fences and none can do the work until the impact of Hurricane Ida is lessened. One company made an appointment on February 24, 2022, to meet to provide a bid. It was discussed that landscaping along the front of the entrance might be the best solution or a chain link fence with landscaping. Felicia suggested viburnum bush. Tim will work on getting bids for fence and landscaping along the front.
 - d. Pat Williamson motioned that we adjourn the meeting. Stephanie Prunty seconded. Meeting was adjourned at 8:00 pm.
 - e. Next regular board meeting scheduled for January 26, 2022

Submitted for publication on the 10 day of Dec 2021.



Pat Williamson, Board Secretary, Unit 604

Report from the Landscape Committee to the Board of Directors – 11/7/2021

The Landscape Committee met for the second time in the 2021-2022 fiscal year on Sunday, November 7, 2021, at the North Pool gazebo. All four members were present.

The Committee discussed one item that was referred to the Committee, and some other issues that the Committee raised on its own –

1. Unit 3105 – owner requests removal of one large tree in the front of the Unit, and one large tree at the rear, side of the Unit. Both of these trees are in the Common Elements. The tree in the front of the Unit presents a tripping hazard, and presents a danger to the roof, gutter, and front porch. The tree in the rear of the Unit presents a hazard to the roof and rear patio, and to the foundation. The Committee agrees that both trees should be removed, and at the Association's expense.

All four Committee members agree with the above recommendation.

2. The Committee discussed a large tree that is in the Common Elements between the West fence and the concrete curb of the parking area between Buildings 22 and 24. The trunk covers the entire width of the space, and the tree is leaning toward Building 24 and its parking area. The canopy is large and includes the backyard of the adjacent neighbor on Highway Drive. The tree does not have adequate space to grow, and will likely cause damage to the adjacent parking lot. The Committee suggests that the Property Manager evaluate this tree, and place it on the list for removal as soon as possible, at the Association's expense.

will be
All four Committee members agree with the above recommendation.

3. The Committee discussed a large tree in the rear patio area behind Unit 3101. This large tree is right on the West boundary fence, is too close to the rear of Building 31 and the rear balcony and roof of Unit 3101. The Committee suggests that the Property Manager evaluate this tree, and place it on the list for removal as soon as possible. This removal would be at the Association's expense.

All four Committee members agree with the above recommendation.

The Committee also requests that the Property Manager consult with or that the Board hire an expert to give advice on where new trees could be planted to replace trees that are removed, and what type or types of trees would be appropriate, and where they should be planted. The Committee discussed whether it could or should give such recommendations to the Property Manager and the Board, and the Committee agrees that we are not competent to give such advice.

Submitted to the Board by Committee Chair, Linda S. Harang, Unit 602, after review and approval by Committee members Hank Marchal, Unit 1904; Jason Calmes, Unit 603; Tina Jumonville, Unit 502.

Building #	Brennans Roofing	CK Solutions	Coastal Construction Design	SELA Construction, LLC
Building 5	29,382.00	15,851.84	30,600.00	33,788.13
Building 7	55,817.00	43,621.60	53,100.00	33,788.13
Building 8 (completed)			(30,600.00)	
Building 9 (completed)	(24,620.00)	(23,650.85)	(22,500.00)	
Building 10 (completed)	(30,475.00)		(22,500.00)	
Building 11	30,497.00	22,348.48	26,100.00	33,788.13
Building 12	37,474.00	22,348.48	36,900.00	33,788.13
Building 13	17,278.00	22,348.48	16,650.00	33,788.13
Building 15	33,374.00	26,309.09	31,950.00	33,788.13
Building 19	33,374.00	26,139.82	29,700.00	33,788.13
Building 20	27,132.00	25,595.50	25,650.00	33,788.13
Building 21 (in progress)	(32,212.00)	(23,650.85)	(31,950.00)	(33,788.13)
Building 22 (in progress)	(43,373.00)	(34,876.08)	(44,100.00)	(33,788.13)
Building 23 (in progress)	(32,120.00)	(26,309.09)	(31,950.00)	(33,788.13)
Building 27	34,554.00	26,139.82	30,600.00	33,788.13
Building 28	24,505.00	26,139.82	22,950.00	33,788.13
Building 31 (in progress)	(40,070.00)	(34,876.08)	(39,150.00)	(33,788.13)
Building 32	39,216.00	29,124.62	30,600.00	33,788.13
Building 33	36,267.00	29,124.62	30,600.00	33,788.13
Building 37	40,509.00	26,139.82	32,400.00	33,788.13
Building 38	40,509.00	25,595.50	32,400.00	33,788.13
Office	7,272.00	15,851.84	7,650.00	
TOTAL	284,290.00	223,464.54	215,100.00	337,881.30

<u># of units Per Bldg. Type</u>	<u>Building Numbers</u>	<u>2019 roof estimates per type</u>		
2 w/ garage	13	1.00		0.00
3 w/ garage	8	1.00		0.00
4 w/garages	5, 6, 15, 17, 19, 2, 23 and 27	8.00	21,268.00	170,144.00
4 w/o garages	8, 9 and 10	3.00	16,275.00	48,825.00
5 w/o garages	11 and 20	2.00		0.00
5 w/garages	3, 25 and 31	3.00	25,534.00	76,602.00
6 w/ garages	4 and 14	2.00	32,463.00	64,926.00
6 w/o garages	1 and 26	2.00	24,589.00	49,178.00
7 w/ garages	7	1.00	40,264.00	40,264.00
8 back-to- back	2, 12, 16, and 18	4.00	24,278.00	97,112.00
10 back to back	22 and 24	2.00	28,742.00	57,484.00
Three Story	29, 30, 32, 33, 34, 35, and 39	7.00	24,172.00	169,204.00
Three Story	36, 37, and 38	3.00	26,189.00	78,567.00
		39.00		<u>852,306.00</u>

ROOFING COMPANIES COMPARISON

Mailing Address	BRENNAN'S ROOFING 34 Curtis Drive NOLA 70126 (504) 952-7663 Christopher Brennan 2313 Esteban Street Arabi, LA 70126 2nd generation roofer - 1951 www.brennansroofingneworleans.com brennansroofingllc.com Family business since 1951	Coastal Construction Design, Inc. 3867 Plaza Tower Dr. 1st Floor Baton Rouge, LA 70816 (504) 553-3046/ (251) 215-3429 Steve Ervin 25910 Canal Rd Ste. 117 Orange Beach, Alabama Jefferson, LA 70121 coastalconstruction.pro	CK Contracting Solutions LLC 226 Nelly Belle Ln Batesville, AR 72501 870-267-8636 Michael Dearmond 226 Nelly Belle Ln Batesville, AR 72501 Deville, LA 71328 ckcontractingsolutions.com	Sela Construction 41409 Jodie Lane Hammond, LA 70403 Wilbur Giarrusso III 41409 Jodie Lane Hammond, LA 70403 General Contractor selaconstruction.com
Owner	Christopher Brennan	Steve Ervin	Michael Dearmond	Wilbur Giarrusso III
Domicile Address	2313 Esteban Street Arabi, LA 70126	25910 Canal Rd Ste. 117 Orange Beach, Alabama Jefferson, LA 70121	226 Nelly Belle Ln Batesville, AR 72501 Deville, LA 71328	41409 Jodie Lane Hammond, LA 70403
Website	www.brennansroofingneworleans.com	coastalconstruction.pro	ckcontractingsolutions.com	selaconstruction.com
LLC Website	brennansroofingllc.com			
BBB Rating	A+ - Reviews 5/5 based on six reviews	A - reviews 5/5 based on 1 review	Not in BBB	Not in BBB
Accredited	Since 9/13/2012	Since 10/15/2020		
Joined	11/1/2011	4/1/2019 in Arkansas		
# Employees	Seven	Three		
Per LA Sec of State	LLC	Non-Louisiana Corporation	LLC (Non-Louisiana)	LLC
Registered Date	9/22/2014	9/19/2021	6/13/2020	4/9/2007
Status	Not in good standing - not file report*	Active	Active	Active
Annual Report Status	Last Report Filed 3/11/21. Due 11/16/21	In Good Standing	In good Standing	In Good Standing
Per AL Sec of State	N/A	Foreign Corporation	N/A	N/A
Doing Business Since		4/14/2021		
Registered Address		25910 Canal Rd Ste. 117 Orange Beach, Alabama		
Per AK Sec of State		Could not locate	Could not locate	

*In good standing is just a revenue source for the state. You download the form from the Secretary of State web site, get it notarized, and then send in \$30 so the website says you are in good standing. The report was due on 11/16/21 so the fact it is not that surprising that a roofer may not have had time to do it since IDA. In fact, when I looked at the Secretary of State's website tonight, he has apparently gotten around to paying the tax and is in good standing. (See attached)

*Audubon Trace was also not in good standing this year because the report was not filed last year (Stephanie filed it in July so we are back in good graces.)

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
BRENNAN'S ROOFING LLC	Limited Liability Company	ARABI	Active

Previous Names

Business: BRENNAN'S ROOFING LLC
Charter Number: 40667148K
Registration Date: 11/16/2011

Domicile Address

2313 ESTEBAN STREET
ARABI, LA 70032

Mailing Address

CHRISTOPHER N BRENNAN
34 CURTIS DRIVE
NEW ORLEANS, LA 70126

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 11/16/2011
Last Report Filed: 12/7/2021
Type: Limited Liability Company

Registered Agent(s)

Agent:	CHRISTOPHER BRENNAN
Address 1:	2313 ESTABAN STREET
City, State, Zip:	ARABI, LA 70032
Appointment Date:	9/22/2014

Officer(s)

Additional Officers: No

Officer:	CHRISTOPHER BRENNAN
Title:	Member
Address 1:	2313 ESTEBAN STREET
City, State, Zip:	ARABI, LA 70032

Amendments on File (1)

Description	Date
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prior to obtaining the required permit or prior to making the necessary filing shall be held in violation of this Chapter and subject to the penalties stated herein.

Sec. 8-1-103.2. - Work Authorized.

A properly issued building permit shall carry with it the right to perform the work detailed on the plans and/or specifications or documents submitted for the permit. But such issued building permit shall not authorize any party to, under any circumstances, violate any provisions of this Chapter. Any deviation from the work detailed on the plans and/or specifications or documents submitted for the permit shall be a violation of this Chapter.

Any performed construction work omitted or not clearly shown on the plans, specifications or documents submitted for permit is unauthorized. In such instances additional, separate permits may be required and the non-permitted work shall cease until the properly authorizing permit is obtained.

Any electrical, gas, mechanical or plumbing application for inspection (filing) once accepted, shall authorize the commencement of the work filed. Any electrical, gas, mechanical or plumbing filing related to construction which requires a building permit shall have the issued permit number shown on the application and shall not be accepted until the building permit is properly issued. All work authorized by permit or filing acceptance shall be performed in strict accordance with all provisions of this Chapter.

Sec. 8-1-103.3. - Minor Repairs.

Ordinary minor repairs may be made with the approval of the Code Official, without a building permit, provided that such repairs shall not violate any of the provisions of the technical codes or any other laws or ordinances of this jurisdiction. However, minor, non-permitted repairs shall not include the removal of any wall, partition, or portion thereof, the removal or cutting of any structural beam or load-bearing support, the removal or change of any required means of egress, rearrangement of contents or parts of a structure affecting the egress requirements. Ordinary minor repairs shall not include replacement or relocation of any standpipe, addition to or alteration of any water supply, sewer, drain, drain leader, gas, soil, waste, vent or similar piping. Nor shall any ordinary minor repairs include electrical, mechanical, plumbing, or other work which may affect or be injurious to health, public safety, or general welfare.

Sec. 8-1-103.4. - Work Not Requiring a Building Permit.

Generally, a building permit shall not be required for the following, unless in the opinion of the Code Official, it involves a hazardous or complex condition which requires permitting and inspection:

For the purposes of determining substantial improvement/damage in accordance with NFIP, the below exemptions for permit shall be included in the cost estimate:

1. interior painting, replacement of wearable items including countertops when no plumbing or electrical is involved, direct plug-in only appliances to include microwaves, refrigerators, free-standing electric ranges, toaster ovens, tiling, carpeting and similar finish work with respect to one- and two family dwellings;
2. paving of walkways, driveways, or other non-structural paving on private property; however, in accordance with Chapter 29 Roads and Bridges of this Code, construction of sidewalks, curbcuts, and related paving in Parish public right-of-way requires a permit from the Department of Public Works, and certain zoning districts require review and approval of paving as part of site plan review and tree preservation;
3. exterior painting, replacement windows and doors for one- and two family dwellings only when they are fit within the existing rough opening of an existing structure, when not requiring protective scaffolding over public property, and do not reduce the existing opening dimensions;
4. change of roof covering only and/or gutter work with respect to one- and two family dwellings;
5. replace soffit and/or fascia only on all Type V B construction;
6. prefabricated swimming pools accessory to a Group R, Division 3 occupancy, which are less than twenty-four (24) inches deep;
7. replacement of vinyl siding or other non-structural exterior wall covering on one- and two family dwellings only, provided that exterior coverings comply with any other provisions of Chapter 33 and 40;
8. playhouses, swings and other similar playground equipment;
9. construction shacks, dumpsters, or trailers on construction sites, during the time of active construction;
10. Pile load test and soil boring;
11. The replacement of fence boards and stringers provided the existing location meets the requirements of Chapters 33 and 40, there is no change in location, height, type, or design and there is no addition, removal, or relocation of any fence posts.

Sec. 8-1-103.5. – Information Required for Permit.

Each application for a permit, with the required fees, shall be filed with the Code Official on a form furnished for that purpose. Each application for a permit shall contain a detailed description of the proposed work and its specific location. The applicant shall