

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF THE OPEN BOARD OF DIRECTORS  
Wednesday, 6-29-22  
Final Meeting of the 2021-2022 Fiscal Year

Meeting called to order by Pat Traina at 6:30 pm at Journey Christian Church.

Board Members Present: Al Lafaye, Stephanie Prunty, Pat Williamson, Pat Traina, Barbara Dunbar, and Felicia Hardesty.

Management Present: Tim Munch (Property Manager) and Jeff Adams (Assistant Manager)

Pastor Wimbai Mutonono welcomed us saying that he hoped his church would be used for community events and that he was glad we were there.

Pat Traina introduced the new board members: Tina Jumnoville, Gary Vincent, Sara Bugbee, and AL Lafaye.

Tim Munch gave his property report and opened the meeting to questions. Summarized: The tree trimming is complete, and Tim would like any owner who feels additional trimming is needed to contact him. No gutters that match our color are available and white gutters will be used and painted to match our colors. Concrete work continues. Insurance has mandated that units without driveways have handicap curb cuts. Engineering report for the steps is being completed. Fences by Ville St. Marie will be replaced. Garbage pickup will occur on July 4<sup>th</sup> as normal.

Stephanie Prunty presented the budget and allowed open questions.

Individual questions from the owners who had signed up were then answered.

BUDGET QUESTIONS/ANSWERS

As of the end of June, there is a positive net operating income of about \$49,000. There will be no HOA dues increase. No questions were asked specifically about the reserves account. The board would like to have an ad hoc strategic planning committee to address items that may impact Audubon Trace in future.

Where can I find a copy of the budget? An updated proposed budget was submitted to all the owners from Management via email on June 27,2022. This budget was approved by a vote of 4 - 1. Barbara Dunbar abstained from voting and Felicia Hardesty voted no. The approved budget will be uploaded to the financial section of the website

Please explain the truck expenses: Truck expenses are based on the life of the truck (2011). Gas expenses include the truck, gas fueled equipment, and Tim's personal vehicle which is filled up with 15 gallons every two weeks. Tim uses his personal vehicle for numerous Audubon Trace errands.

Employee Pay/Vacation Questions: The employees were given a 5% raise. This is the first increase in wages since 2017. Our employees follow the U.S. Bureau of Labor Statistics for vacation and

sick leave. (Please see addenda item #1 for a summary of this information.) Our payroll system (Paycheck) tracks the vacation and sick leave.

Recycling: Recycling was cancelled in 20221 and the contract was not renewed when it ended in 2022 primarily because owners were putting things in the bins that were not recyclable and leaving stuff outside of the bin causing additional work for the employees. There will be further discussion by the board about the possibility of finding another way to recycle. The bin should be picked up by July 5<sup>th</sup>.

Have all owners paid the Hurricane Ida assessment? There are four homeowners who have not paid their Ida assessment.

Late Fees: Late fees are of minimal impact to our income. Most owners pay on time.

Why are telephone expenses so high? The telephone expenses cover three phones, the land line and two pool phones.

Why is the cost of concrete not included in the budget? The cost of concrete is included in the reserves account, not in ordinary income.

### FENCE ALONG RIVERDALE SIDE

Did the board vote to put back the lattice wood fence? The board voted to install a living fence because the fence has been damaged five times since Katrina Partly due to age, but mostly due to poor design and more intense storms. There was no motion made at the last board meeting about the fence. The board discussed postponing the final decision to the new board, but no motion was made nor voted on. The new board may want to revisit that issue. The decision to replace the fence was primarily made due to the cost of the fence (approximately \$250,000 today) versus the more pressing need to replace the steps. As the cost of the fence increased so much after Ida, the board decided to expend the much lower cost to plant a living fence (\$30,000). This allows us to use our existing reserves to replace the steps at the Big 10 buildings. Once the steps are completed, enough time will have passed that the living fence should be fully grown, and its impact truly considered. This could be a long-term solution for an ongoing and increasingly expensive maintenance issue. If it turns out to be a wrong decision, the fence along our Eastern border can be reconsidered.

The drainage department said that we could not cut the servitude because it is their responsibility. Grass expenses estimated include cutting the servitude which is on land owned by Audubon Trace and the school board. The drainage department will cut the servitude upon request. Please see the addenda for a definition of a servitude.

How can the board put up a living fence when Section 13 says that new communal area expenses above \$10,000 must be voted on by the owners? Section 13 is being misinterpreted. It is not the appropriate section of the condominium declaration to apply to the fence. The appropriate section is Section 11 which addresses repairs required after storm damage.

What department gave the board permission to put up a living fence? A permit to put up a living fence was submitted to the Permits Department of JP. They told Tim that no permit for a living fence is required if the vegetation is on the approved list for Jefferson Parish. Viburnum is on the approved list!

What about the letter from the Interim Manager of the Drainage Department that states that the "species referenced" could not be planted on the drainage servitude?

The survey prepared last year indicated that our fence is on our property. Thus, the drainage department does not have authority over Audubon Trace as to what can be planted on our land outside of the servitude.

### ADDITIONAL QUESTIONS

Did we go against our attorney's advice when we ended the Harang lawsuit? There was discussion about whether we went against the attorney's advice.

Election Questions? As referred to in the letter that was sent to the owners, discussion about the election was not on the agenda and cannot be included in the minutes.

The meeting was adjourned, and several board members apologized to the pastor for the unruly behavior of some owners. He was very gracious and stated that we were welcome back anytime. He mentioned that he could see we were passionate about our home.

Submitted for publication on the 18 day of July, 2022.

Revised on July 29, 2022



Pat Williamson, Board Secretary, Unit 604

## Property Manager Report – June 29, 2022

- Landscape Trimming – Contractor has completed trimming except for a couple of items on managements punch list that need to be addressed. If there is something that has not be addressed, please let management know.
- Concrete street/sidewalk repairs – Contractor is continuing replacement. There are several items that are still pending, patios on 1608 and 1204, sidewalks on building 11, the sidewalk on front drive and the sidewalk between units 904 and 1001.
- Stump grinding – Contractor removed cut down red tips stumps on east side of property. Unit 1608 removed pine tree stump that damaged patio (to be replaced).
- Steps Plans – Morphy/Makofsky Engineering has completed engineering drawing for wooden step replacement.
- Step Replacement – Three contractors have been contacted regarding bids to replace wooden steps on the 10 three story building. Bids should be in hand in 30/60 days.
- Fence Repairs – In-House - 2 post and 2 sections at the end of building 31, as well as 2 post and 2 sections behind building 30.
- Gutters – Contractor stated that Heritage Cream (ATCA Color) gutters/downspouts are no longer available. New gutters/downspouts to be installed will have to be painted Heritage Cream. Contractor has been on site to get lengths and numbers of downspouts. Installation should start in a month (weather permitting).
- Tree Removal – Contractor waiting for Entergy to remove branches out of power lines so sycamore tree at the end Cal-de-sac between building 38 and 30 can be removed.

AUDUBON TRACE OPERATING BUDGET

ACTUALS

7/1/22-6/30/23

INCOME			
HOA FEES		1,260,826.00	
TOTAL DUES RESERVE ALLOCATION		(175,000.00)	
LATE FEES		1,085,826.00	
COX COMMISSIONS		4,796.90	
TOTAL		1,090,622.90	
AUTO REPAIRS	600.00		ESTIMATE IS BASED ON AGE OF TRUCK AND PRIOR YEARS
AUTO GAS	5,100.00		USED MOST RECENT MONTH AND A 12 MONTH ESTIMATE \$425 PER MONTH)
BANK CHARGES	108.00		CHECK ORDER COSTS
BOOKKEEPING	12,000.00		BOOKKEEPER AND CPA FOR INTERNAL CONTROL
AUDIT FEE	6,000.00		EACH AUDIT IS ABOUT 6000. ACCRUED COSTS ALLOCATED TO ACTUAL YEAR
DUES AND SUBSCRIPTIONS	425.00		PROPERTY MANAGER MANAGEMENT ASSOCIATION
MEETING ROOM RENTAL	900.00		\$ 300 PER MEETING- THREE TIMES PER YEAR
MISCELLANEOUS	500.00		
OFFICE EQUIP MAINTENANCE	480.00		REMOTE BACKUP\$40 MONTHLY FEE FOR COMPUTER OFFSITE BACKUP
OFFICE			COPIER WAS REPLACED IN 2021. NO MAINTENANCE OR REPAIRS EXPECTED
ALARM SERVICE	408.00		\$102 PER QUARTER
ANSWER SERVICE			CANCELLED IN PREVIOUS YEARS
CELLULAR SERVICE	2,016.00		\$168 PER MONTH
INTERNET SERVICE	1,384.80		GOOGLE SUITE, CLOUDWAYS, COX \$115.40 PER MONTH
OFFICE LAND PHONE	4,440.00		\$370 PER MONTH
OFFICE SUPPLIES	1,800.00		\$150 PER MONTH
POSTAGE	475.00		THREE YEAR AVERAGE
EMPLOYEE HEALTH INSURANCE	82,382.00		CURRENT EMPLOYEES, TIM ON MEDICARE AND HALF YEAR NEW EE WITH 90 DAY ELIGIBILITY
EMPLOYEE LUNCHES	800.00		OCCASIONAL / HOLIDAY AND EMPLOYEE MORALE
PAYROLL PROCESS FEE	1,572.00		\$131 PER MONTH
FUTA TAX	252.00		.6% OF FIRST 7000 OF WAGES
SOCIAL SECURITY			
MEDICARE TAX	22,014.00		7.65 % OF WAGES
LA UNEMPLOYMENT	46.20		0.00100 ON FIRST \$7700 OF WAGES
PROF FEE ENGINEERING			
PROF LEGAL FEES	7,500.00		COLLECTION FEES \$1500; BALANCE IS OTHER LEGAL.
SPECIAL EVENTS			
WAGES	145,560.93		5% INCREASE OF \$5991 AND ADDITIONAL PAINTER ( HALF YEAR) \$19760 (19/HOUR)
WAGES	142,203.61		5% PAY INCREASE; LAST WAGE INCREASE WAS 7/17/2017 INCREASE IS \$6772.
EMPLOYEE HOLIDAY BONUS	4,000.00		SAME AS PREVIOUS YEAR
WEBSITE EXPENSE	599.88		\$149.97 PER QUARTER
CONTRACTS			

GRASS MAINTENANCE	52,000.00	\$2616.5 PER SERVICE ( INCLUDES MAINTENANCE BY SERVITUDE)
LANDSCAPE TRIMMING	4,400.00	LANDSCAPE TRIMMING
PAGE ONE OF TWO		
BEDDING PLANTS	1,960.00	\$980 TWICE PER YEAR
TREE REMOVAL AND MAINT	8,000.00	ESTIMATE- MAY NOT USE ALL OF THIS MONEY
PEST CONTROL	9,900.00	\$825 PER MONTH
TERMITE CONTRACT	10,737.00	ANNUAL FEE FOR THE TERMITE CONTRACT
CURBSIDE WASTE	24,162.72	\$2013.56 PER MONTH
DUMPSTER SERVICE	6,960.00	\$580 PER MONTH
RYCYCLING SERVICE		CANCELLED IN 2022
INSURANCE		
TRUCK INS	5,690.00	PER EAGAN INSURANCE
GENERAL LIABILITY	18,165.27	PER EAGAN INCREASE OF \$4000 DUE TO CARRIERS OUT OF MARKET AND UPTICK IN HOA LITIGATION
UMBRELLA	4,737.00	PER EAGAN INSURANCE
OFFICER AND DIRECTOR	9,471.10	NEW E AND O CARRIER
FIDELITY BOND	959.00	PER EAGAN INSURANCE
FLOOD	45,000.00	(NEW FEMA RATES ARE 50% LESS DUE TO NEW FEMA RATING)
PROPERTY HAZARD	304,250.00	(INCLUDES NEW DEDUCTIBLE OF \$1,500,000)
SURETY BOND	230.00	
WORKERS COMP	5,324.00	PER EAGAN INSURANCE
MAINTENANCE		
APPLIANCEEQUIPMENT	1,205.32	ESTIMATES BASED ON AVERAGES
ELECTRICAL	1,476.00	BASED ON PREVIOUS YEAR
EMERGENCY REPAIRS		
GARAGE DOORS	1,500.00	ESTIMATES BASED ON PRIOR AND CURRENT AVERAGES.
LUMBER & CONSTRUCTION	20,000.00	ESTIMATES PER PROPERTY MANAGER
PLUMBING	10,000.00	ESTIMATES PER PROPERTY MANAGER
POOL SUPPLIES & MAINT	18,000.00	BASED ON 2021-2022 ACTUALS
ROOF REPAIRS		NEW ROOFS HAVE WARRANTY
SECURITY/LOCK/KEYS	1,000.00	LOCK REPAIRS
SIGNS	400.00	PROPERTY MANAGER ESTIMATE
TOOLS	1,200.00	PROPERTY MANAGER ESTIMATE
UTILITIES		
ELECTRICAL	20,256.00	\$1688 PER MONTH AVERAGE
WATER	60,000.00	\$5000 PER MONTH AVERAGE
TOTAL	1,090,550.83	
NET		
EXCESS REVENUE OVER	72.07	0.0001
EXPENSES		

AUDUBON TRACE CONDO ASSOCIATION RESERVE BUDGET-7/1/2022

	7/31/2022	7/1/2023	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028	7/1/2029	7/1/2030	7/1/2031	7/1/2032
CASH RESERVES BEGINNING	1,091,000.00	1,140,961.00	1,028,087.00	915,213.00	1,033,339.00	1,175,465.00	1,317,591.00	1,464,717.00	1,611,843.00	1,766,469.00	1,921,095.00
RESERVE TRANSFER FROM OPERATIONS	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00	177,126.00
INTEREST INCOME	835.00	20,000.00	20,000.00	16,000.00	25,000.00	25,000.00	30,000.00	30,000.00	37,500.00	37,500.00	37,500.00
	177,961.00	197,126.00	197,126.00	193,126.00	202,126.00	202,126.00	207,126.00	207,126.00	214,626.00	214,626.00	214,626.00
RESERVE EXPENSES											
NOTE A											
Big Ten stairs	40,000.00	250,000.00	250,000.00								
Streets	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
Pool											
Truck				15,000.00							
Living Fence Project	28,000.00										
Extraordinary Repair											
roof											
TOTAL EXPENSES	128,000.00	310,000.00	310,000.00	75,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
ENDING CASH RESERVE BALANCE	1,140,961.00	1,028,087.00	915,213.00	1,033,339.00	1,175,465.00	1,317,591.00	1,464,717.00	1,611,843.00	1,766,469.00	1,921,095.00	2,075,721.00
note											
ROOF REPLACEMENT			1,200,000.00								
25 YEAR ROOF		0.60	720,000.00								
			1,920,000.00								
ANNUAL PORTION OF RESERVE TRANSFER DEDICATED TO NEXT ROOF REPLACEMENTS			76,600.00								
HURRICANE DEDUCTIBLE		VALUE	30,000,000.00	5.00%	1,500,000.00						

NOTE A ASSUMPTION: YEAR END 6/30/2023  
 EXPENSES ARE FOR ENGINEERING, ARCHITECT AND COSTS IN PREPARATION OF THE STAIRS PROJECT. PERMITS ARE REQUIRED AND PRESENTATION OF DESIGN TO OWNERS AS WELL AS THE MULTIPLE BID PROCESS OF THE SCOPE OF WORK.  
 ACTUAL REPLACEMENT WILL OCCUR IN THE FOLLOWING TWO YEARS.

SCHEDULE OF PERCENTAGE INTEREST AND OBLIGATION										\$1,260,826.00	
OPERATING BUDGET FOR JULY 1, 2022 - JUNE 30, 2023											
UNIT	# OF	UNIT NUMBERS						SO. FT.	Total	PERCENT	CONDO
TYPE	UNITS						AREA	Sq. Ft.	INTEREST	FEE	
A-I	26	102	902	1003	1104	2601	2606	1330	34580	0.392	\$411.87
		103	903	1004	2002	2602					
		104	904	1101	2003	2603					
		105	1001	1102	2004	2604					
		106	1002	1103	2005	2605					
A-II	4	101	901	1105	2001			1350	5400	0.398	\$418.17
B-I	2	205	206					1242	2484	0.366	\$384.55
B-II	50	201	1204	1605	1806	2207	2406	1288	64400	0.379	\$398.21
		202	1205	1606	1807	2208	2407				
		203	1206	1607	1808	2209	2408				
		204	1207	1608	2201	2210	2409				
		207	1208	1801	2202	2401	2410				
		208	1601	1802	2203	2402					
		1201	1602	1803	2204	2403					
		1202	1603	1804	2205	2404					
		1203	1604	1805	2206	2405					
C-I	24	303	405	704	1502	1702	2505	1572	37728	0.463	\$486.47
		305	501	707	1503	2301	2701				
		401	601	804	1504	2302	3104				
		404	604	1501	1701	2502	3105				
C-II	25	301	701	1302	1903	2702		1642	41050	0.484	\$508.53
		302	705	1401	1904	2703					
		304	706	1404	2103	2704					
		406	803	1405	2104	2801					
		502	1301	1406	2501	3103					
D-I	6	402	703	801	1703	2503	2802	1935	11610	0.570	\$598.89
D-II	20	403	603	1403	2101	2504		2005	40100	0.591	\$620.96
		503	702	1704	2102	2803					
		504	802	1901	2303	3101					
		602	1402	1902	2304	3102					
E	28	2921	3022	3223	3324	3521	3922	1630	45640	0.480	\$504.33
		2922	3023	3224	3421	3522	3923				
		2923	3024	3321	3422	3523	3924				
		2924	3221	3322	3423	3524					
		3021	3222	3323	3424	3921					
F	28	2911	3012	3213	3314	3511	3912	1018	28504	0.310	\$325.71
		2912	3013	3214	3411	3512	3913				
		2913	3014	3311	3412	3513	3914				
		2914	3211	3312	3413	3514					
		3011	3212	3313	3414	3911					
G	12	3611	3613	3711	3713	3811	3813	1078	12936	0.317	\$333.07
		3612	3614	3712	3714	3812	3814				
H	12	3621	3623	3721	3723	3821	3823	1230	14760	0.362	\$380.35
		3622	3624	3722	3724	3822	3824				