

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS AGENDA**

WEDNESDAY, JULY 27, 2022

Location: 502 Audubon Trace

Board Members Present: Al Lafaye, Stephanie Prunty, Pat Traina, Pat Williamson  
Gary Vincent, Tina Jumonville and Sawese Bugbee

Management Present: Tim Munch, Property Manager

- I. Meeting called to order by Tina Jumonville at 5:30 p.m.**
- II. Approval of the Agenda**
- III. Reports**
  - A. Property Manager
  - B. President
  - C. Treasurer
  - D. Legal Liaison
  - E. Communications Committee
  - F. Permits/Landscaping - Request for Change in Common Elements - Unit 102
- IV. Old Business**
  - A. Committees
    - Mission and qualifications for serving on committees
    - Owner requests to serve on committees sent to the Property Manager
  - B. Code of Conduct
  - C. Election Procedure Policy
  - D. Fence – East Side of the property
  - E. Open Board Meetings – tentative dates
- V. New Business**
  - A. Email Request - Unit 1404
  - B. Email Request – Units 1404, 1904 and 3813
  - C. Change Pool Gate Codes
  - D. Special Event
- VI. Comments and Announcements**
- VII. Adjournment**

Next meeting date: August 31, 2022

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
Wednesday, July 27, 2022

2nd Meeting of the Fiscal Year 2022 – 2023

Board members present: Al Lafaye, Stephanie Prunty, Pat Traina, Pat Williamson, Gary Vincent, Tina Jumonville, and Sawese Bugbee.

Management present: Tim Munch, Property Manager

- I. **Call to Order** – Tina Jumonville called the meeting to order at 5:30pm in Unit 502.
- II. **Approval of Agenda** – Stephanie Prunty moved to approve the agenda, Tina Jumonville seconded. Agenda was unanimously approved.
- III. **Reports** –
  - A. **Property Manager** – updates:
    - Gutter Contractor materials are in. Weather has delayed start.
    - Several items on trimming punch list need to be addressed. Asked if there is any trimming that still needs to be done, please let management know.
    - Last of broken lattice fence posts from Hurricane Ida have been removed.
    - Step Replacement – one verbal, preliminary estimate for just steel is \$500,000. This does not include installation, demolition, permits, etc. Waiting on two (2) more estimates.
  - B. **President** – Tina Jumonville recognized and thanked Tim for the informative email he sent out to homeowners concerning upcoming work schedule for the week of July 25<sup>th</sup> which also included his planned vacation schedule. The information was well received by many.
  - C. **Treasurer** – Stephanie Prunty reported the Year End report is due in August. There are 4 – 5 owners who have not completed their assessment payments; a more in depth report will be provided next month. \$800,000 in the Hancock Whitney account that is in the process of being invested. Matt Roger, CPA, will have 1<sup>st</sup> Audit Report (2020 & 2021) by the end of August.
  - D. **Legal Liaison** – Patricia Traina – No report.
  - E. **Communications** – Patricia Williamson – committee has received the final report from Jason Calmes from last term, which has some very good suggestions which are being reviewed. She will communicate to him that they will be taken into consideration and thank him for the recommendations which are greatly appreciated.
  - F. **Permits/Landscaping** – Request for Change in Common Elements, Unit 102. Request is to remove curb in front of unit because it is scratching his wheels. The curb was installed at request of owners in that cul-de-sac to prevent damage to sod. Tina Jumonville moved to not take out the curb. Al Lafaye seconded. Motion unanimously passed.
- IV. **Old Business** –
  - A. **Committees** –
    - Mission & Qualifications for serving – discussed and still finalizing
    - Owner requests to serve sent to Property Manager. The Board discussed limiting one owner's participation to 3 committees. On motion by Gary Vincent and seconded by Pat Williamson, the motion passed unanimously.

- Chairs/Co-chairs as of 7/27/2022:
  - Election Procedures – Gary Vincent / Stephanie Prunty
  - Permits/ Landscaping – Al Lafaye
  - Budget – Stephanie Prunty
  - Governance – Pat Traina / Gary Vincent / Stephanie Prunty
  - Communications – Patricia Williamson – Sawese Bugbee
  - Social / Welcome – Patricia Williamson / Tina Jumonville
- B. **Code of Conduct** – first draft was reviewed and edited. Will be revisited at next Board meeting. Final approval to be done via email. Based on past history, Code of Conduct will be extended to committee members. Stephanie Prunty moved to require committee members to sign Code of Conduct as a requirement for membership, Gary Vincent seconded. Motion passed unanimously.
- C. **Election Procedure Policy** – this item deferred until the committee has had a chance to meet.
- D. **Fence – East Side of the property** – Board discussed the issue of fencing along the east side of the property – the following motion that was passed by the 2021-2022 Board at its April 6, 2022 Board meeting:
 

*“Stephanie Prunty made a motion to take out the old posts, put fences back where required for safety reasons (at Building 20), to replace the remaining fences with a living fence, and to reconsider the fence after seeing how the living fence works. Pat Williamson seconded. [Motion passed 4-2]”*

The Board again reviewed Sections 11 and 13 of the Declaration and affirmed that the appropriate guiding section of the Declaration is Section 11 titled Reconstruction or Repair of Casualty Damage and that the construction of the living fence is proper and appropriate under this section. Stephanie Prunty moved that the 2022-2023 Board adopt the decision made by the previous Board at the April 6, 2022, meeting regarding the east boundary, and that the Board direct the Property Manager to begin installing the living fence at the appropriate time of the year, and as funds are available. Patricia Williamson seconded. Motion passed unanimously.
- E. **Open Board Meetings** – tentative dates – October 19, 2022 and January 25, 2023. Property Manager will contact Journey Christian Church for availability. A security guard will be at all open meetings for 2022-2023.

V. **New Business –**

- A. **Email Request, Unit 1404** – request is to review owner’s ballot materials. Stephanie Prunty moved to allow viewing in the Property Manager’s office with Tim Munch, Matt Roger (CPA), Board Attorney’s representative, and 2 Board members present – at a time convenient to all parties. In order for the meeting to go forward, owner would have to agree in writing to reimburse ATCA for any fees billed by the CPA and the representative from the office of the Board attorney. Failure to do so would cause the Board to enforce Section 18 of the Declaration. Gary Vincent seconded. Motion passed unanimously.
- B. **Email Requests, Units 1404, 1904 and 3813** – request is to review all invoices received from Board attorney. Document will be available for inspection on a set day and time with a prior submission of requested documents. Tina Jumonville moved that inspection date would be at Property Manager’s discretion. Request must be submitted with one (1) weeks’ notice; will take place on one (1) day of the week; ½ hour time slot for inspection. Stephanie Prunty seconded. Motion passed unanimously.
- C. **Change Pool Gate Codes** – Property Manager in process of changing access to key entry with one (1) key per unit. These keys will not be able to be duplicated. Replacement for lost key will be \$25. Until this is ready to launch, the current number code will be changed.

D. **Special Event** – tentative – Fall/Halloween Decoration contest October 28. More information to follow.

VI. **Comments and Announcements** – none at this time.

VII. **Adjournment** – Al Lafaye moved, Tina Jumonville seconded to adjourn. Meeting adjourned at 8:00pm

Next meeting date: August 31, 2022



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Sawese Bugbee, Board Secretary  
Unit 207