

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

NOVEMBER 30, 2022

Location: UNIT 501

**I. Meeting called to order by Tina Jumonville at \_\_\_\_\_ p.m.**

Board Members Present:

Management Present:

**II. Approval of the Agenda**

**III. Reports**

- A. Property Manager
- B. President
- C. Treasurer – Audit Report – Staff Bonus
- D. Legal Liaison
- E. Communications Committee
- F. Governance Committee
- G. Elections Committee
- H. Permits-Landscape Committee
- I. Social-Welcome Committee

**IV. Old Business**

- A. Board Communication Report

**V. New Business**

- A. Unit 1204 Owner Request - removal of Board member
- B. Deferment of HOA dues for fire victims
- C. Waste/Garbage Pick-up Service
- D. Website Update

**VI. Comments and Announcements**

**VII. Adjournment**

Next meeting date: January 25, 2023

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
Wednesday, November 30, 2022

**7th 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 5:31pm at Unit 501 Audubon Trace.
- II. **Approval of Agenda** – Tina Jumonville moved to approve the agenda, Pat Williamson seconded. Agenda was unanimously approved.
- III. **Reports** –
  - A. **Property Manager** – report is attached to these minutes.
  - B. **President** – Tina Jumonville - no report at this time.
  - C. **Treasurer** – Stephanie Prunty reported the latest audit report as of June 30, 2020 has been received. Stephanie Prunty moved to approve the report and to publish it on the ATCA website. Pat Williamson seconded. Motion passed unanimously.
  - D. **Legal Liaison** – Patricia Traina moved to go into executive session regarding a pending legal matter. Stephanie Prunty seconded. Motion passed unanimously. The Board went into executive session at 6:30pm. Tina Jumonville moved to go out of executive session. Stephanie Prunty seconded. Unanimously approved. Board exited executive session at 6:40pm
  - E. **Communications** – Patricia Williamson handed out minutes from the past 3 meetings (attached to these minutes). The committee has gone over the handbook line by line and coordinating with Governance Committee. Waiting for some clarification from Stephanie Prunty on the Reserve Policy.
  - F. **Governance** – Stephanie Prunty – there was no meeting this month. Next scheduled meeting is December 7.
  - G. **Elections Committee** – Stephanie Prunty – committee submitted its final new protocol report to the Board. Board discussed in depth new protocol for elections going forward. Gary Vincent moved to approve the new election procedures, as outlined in Sections A through X, in the November 28, 2022, Elections Committee final report to the Board. Stephanie Prunty seconded. Unanimously approved.
  - H. **Permits-Landscape Committee** – Al Lafaye - no report at this time.
  - I. **Social-Welcome Committee** – Pat Williamson reported that decorating of the North Pool has begun. Reminded everyone about the Christmas Gathering from 1:00pm to 4:00pm on December 11, 2022.
- IV. **Old Business** –
  - A. **Board Communications Report** – Tina Jumonville reported the Board inbox has not received many messages. Only 3 emails currently require responses. The Property Manager has responded to one; the Board will reply to the remaining two.

**V. New Business –**

- A. Unit 1204 Owner Request – Removal of Board Member** – Board discussed this issue and decided the issue is a personal matter and found no merit and no cause for removal of Board member. The Board does not regulate personal matters.
- B. Deferment of HOA dues for fire victims** – Board discussed several options and time frames for a deferral (NOT cancellation) of HOA dues for fire victims. Gary Vincent moved to offer the option to defer their dues December 2022 thru June 30, 2023 with the balance being due July 1, 2023. Those electing to defer must submit a payment plan by the end of January, 2023. Stephanie Prunty seconded the motion. Unanimously approved.
- C. Waste/Garbage Pick-up Service** – Stephanie Prunty moved to authorize Property Manager to negotiate a contract with Ramelli for garbage services. Pat Traina seconded. Unanimously passed.
- D. Website Update** – Board discussed Point2Point's revamp of the website, which will correct current website issues. Tina Jumonville moved to contract with Point2Point. Stephanie Prunty seconded. Unanimously passed.

**VI. Comments and Announcements** – Katie Hebert (Unit #2403) suggested to Tim Munch that she would be willing to set up a neighborhood watch program with JPSO for Audubon Trace. Board agreed – Tim is to give Katie the go-ahead.

**VII. Adjournment** – Tina Jumonville moved to adjourn. Pat Williamson seconded. Meeting adjourned at 8:03pm.

Next meeting date: January 25, 2023.

*Sawese Bugbee*

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(Electronically signed)

Sawese Bugbee, Board Secretary

Unit 207

## **Property Manager Report – November 2022**

- State Fire Marshall Office, Jefferson Parish Fire Department and all party's insurance carriers have finished the field work on the Bldg. 9 fire. No fire reports have been issued as of this report, nor has the building been released back to the association. As soon as the building is released interior mitigation can begin (contractor has already been notified). Once mitigation is complete reconstruction can start (contractor has already been notified).
- Power to building 9 will be out until reconstruction is complete and parish electrical inspections can be done. This outage includes streetlights, gazebo lights, pool lights and pump (pool pump is running on extension cord).
- Temporary lighting has been ordered to compensate for the street light outage. Lights will be installed at both ends of bldg. 9. No timeline on installation.
- South Pool has a leak at the pool returns. Leak Contractor was on site to identify location. Plumbing contractor has been on site to establish tunneling location to get to broken return line. Pool is not operational currently due to water levels being below skimmers.
- Living Fence has been ordered, delivery will be in two to three weeks, and installation will be late December or early January.
- Patio replacement is complete on building 10. Once concrete cures we will be able to install fencing and partitions.
- Patio replacement on the south side of bldg. 22 is next (units 2202, 2203, and 2204) is next. Projected start date is December 19<sup>th</sup> (weather permitting).
- There are 2 contractors bids for curbside hand pick up for household garbage. IV Waste twice a week \$5,000.00 a month and Ramelli twice a week \$3,500 .00 a month. Our current contract with Metro Disposal is \$2, 013.56. Going to once is not an option, cost are based on amount of tonnage picked up.
- EMSCO is scheduling re-striping for all parking spaces at cost of \$2,319.00. A definitive start day has not been set. Once that date is provided a notice will go out to owners establishing which areas will be done, requiring owners to move their vehicles.
- Building 30 is next building up for cleaning, repairs, and painting. Cleaning is pushed back to the week of December 5<sup>th</sup>.

- Replanting of South Drive gardens is complete.
- Step Contractor has sent revised estimate for replacement of the 10 three story building wooden steps with hot dip galvanized steel to \$581,900.00. No timeline has been set to start project. Logistics for each set of stairs is set at 2-3 days for demo, 2-5 days for installation (7-day contingency). The biggest problem is owner displacement (either temporary access to units or placement in offsite housing-hotel).
- Non-Duplicating pool keys are in. The process of distribution has not been determined, nor whether there should be a key deposit, refundable upon sale of the unit? Also, what will be the replacement cost for lost key? Each unit will get one key.
- Website contractor Point2Point has created a new demo website: <http://demo89.point2pointmarketing.com/> at a cost \$2,500.00. This will correct current website issues. New website can be activated within a week.

Audubon Trace Condominium Association  
Elections Committee  
Tuesday, November 1, 2022

The Elections Committee held its third meeting of the fiscal year on Tuesday, November 1, 2022, at Unit 2704.

Present: Co-Chair Stephanie Prunty (2704), Co-Chair Gary Vincent (3101), Jason Calmes (603), Linda Harang (602), and Becky Wollman (3023)

AWN (Absent With Notice/Medical Leave): Teva Ostarly (2501)

AWON (Absent Without Notice): Felicia Hardesty (1404), Leslie Weil (3813)

Stephanie Prunty called the meeting to order at 6:35 pm.

1. Since Felicia Hardesty and Leslie Weil have each missed three consecutive meetings without prior notice and/or an excused absence, they are no longer members of the committee, as per the procedure adopted by the Board. If they want to participate, they can re-apply to join the committee, and agree to sign the Committee Code of Conduct.
2. Stephanie Prunty reminded all of the purpose of this meeting – begin to put details to the Committee’s initial plan for a new election procedure.
3. The Committee outlined the new proposed voting procedure as follows:
  - A. In March, the Manager will send a letter to each Unit owner with a statement showing that Unit’s current financial status (ahead of schedule, zero balance, or in arrears). The letter will also state the Unit’s current status relative to the voting and candidacy requirement of being in “good standing” (as that term is defined in the By Laws, Section 1.02(6)). If a Unit owner is not in “good standing”, the letter will provide the basis for the deficiency.
  - B. This letter will be emailed to all Unit owners for whom the Manager has a functioning email address. Any owner who wants to receive communications via email should provide the Manager with a viable email address before March 2023.
  - C. For the few owners (less than 12) who do not have email capabilities, the Manager will deliver the letter (if the owner is an ATCA resident), and mail the letter to any non-resident owner.

- D. Beginning in early March, the Manager will alert all owners in his weekly communications that these status reports will be issued mid-March. Any owner who has not received their status report by April 5, should contact the Manager so that another one can be sent out.
- E. In early May – date yet to be determined – the Manager will email the “Official Notice” to all owners with email capability, and by direct Notice to any owner without email capability, the official election calendar, including all dates and all deadlines. The Application Form for Board Candidate will be attached to this “Official Notice”. Owners will no longer have to ask the Manager for an Application Form.
- F. At the time of this Official Notice, any Unit owner who is in “good standing” as per the March report, and who qualifies as per the By Laws (Section 4.01), can submit an Application Form. Applications and all supporting documents (see subpart, H, below) must be received by the Manager by a deadline/date yet to be determined.
- G. If an owner is not in “good standing” when the Manager issues his March notice, the owner will be sent a Ballot, but only if the owner has rectified the deficiency(ies) before the Auditor mails the Ballots, and the Manager has confirmed that the owner is in “good standing”. If the deficiency is not corrected, the owner will not receive a Ballot.
- H. In addition to submitting an Application Form, every owner who wants to be a Candidate, must also submit proof of that owner’s eligibility as per Section 4.01 of the By Laws. That is, (1) proof that the owner has an undivided 50% ownership interest in his/her Unit; and (2) proof that the owner’s ATCA Unit is that owner’s “primary domicile” (as that term is defined in Louisiana law, see LA. CIV. CODE ANN. ARTS. 38-46). The third requirement – that of being in “good standing” – will already have been determined by the Manager. If the Manager does not receive the Application Form and all of the requisite proof of eligibility before the Application deadline, then the owner will not be permitted to be a candidate, and will not be on the Ballot.
- I. The day after the Application Form deadline, the Manager will review the received Applications, and will confirm that the requisite eligibility documents have also been received. The Manager will give this information to the Board. “The Board of Directors shall review the nominees for election to the Board to ensure that these criteria have been met. The Board of Directors shall disqualify any nominee who does not meet these minimum qualifications.” Section 4.01, By Laws (eff. 7/1/2002).

- J. Once the Board has determined the eligibility status of the applicants, and if there are more than 4 eligible applicants thereby requiring an election, then the Board will authorize the Manager to print the Ballots.
- K. At this time, the Manager will give the Auditor a list of all owners in “good standing”, and who are therefore eligible to vote (see Section 2.06, By Laws), and a list of the eligible candidates.
- L. The Manager will get all of the Ballots printed, along with copies of the candidates’ Applications, and the Election instructions, and will give this material, including all of the envelopes, to the Auditor.
- M. The Auditor will mail out the Ballots to all eligible voting Units, by U.S. first class mail. The Manager will notify the owners by email of the date on which the Auditor actually delivers all of the Ballots to the U. S. Post Office.
- N. Within 5 days of receiving the notice that the Ballots have been mailed, if a Unit does not receive its Ballot, the owner should contact the Manager. The Manager will notify the Auditor, and the Auditor will issue a “substitute Ballot” for that Unit. The “substitute Ballot” for that Unit will be marked in such a way so that the Auditor can distinguish between the original Ballot mailed to the Unit, and the “substitute Ballot”. The “substitute Ballot” will then become the only Ballot for that Unit that the Auditor will accept, and count (assuming it is timely received and satisfies the requirements listed in O, below).
- O. The Ballots will be essentially similar to the Ballot format used since 2002, with the following changes:
  - 1. The Ballots will be slightly larger in size.
  - 2. The Ballots will be printed with a discernible water mark that is unique to the Ballots.
  - 3. The Unit number will already be printed on the Ballot that is issued to all eligible voting Units.
  - 4. Each Ballot will already be printed with an identifying number that is unique to that Unit’s Ballot, is a randomly assigned number, and is a number that is known only to the Manager and the Auditor.
  - 5. The Unit owner who is voting will print the names of the candidates for whom he/she is voting – can be less than, but not more than 4.



6. The Unit owner who is casting the Ballot for their Unit, will print his/her name, and sign his/her name.
  7. If the Unit owner wants to receive a “receipt” (see description, below) from the Auditor, then the Unit owner must print his/her email address on the Ballot. Voting owners without email capability will be given a “receipt” by hand or by mail.
  8. If the Ballot contains any extraneous marks or writings or “editorial comments” about anyone or anything, other than the required information (see 5, 6, and 7, above), then the votes on that Ballot will not be counted.
- P. The Unit owner will mail the Ballot back to the Auditor via first class mail, in the envelope already addressed and stamped, and that is included in the Ballot packet the Unit receives from the Auditor.
- Q. To be counted, the Ballot must satisfy all of the criteria listed in section O, above, and be physically received by mail by the Auditor before the stated deadline (yet to be determined). The Auditor will not count the votes on any Ballot that is hand delivered to the Manager, hand delivered to the Auditor, or that the Auditor receives in any manner other than by first class mail. Any Ballot postmarked before the deadline, but not received until after the deadline, will not be counted.
- R. Once the election deadline has passed, the Auditor will give each owner from whom he received a Ballot a “receipt”, that their ballot was timely received, and listing the person or persons for whom he/she voted, even if their Ballot was disqualified for any reason (i.e. received too late, voted for more than 4 persons, failed to sign the Ballot). The “receipt” will be sent by email to every owner who puts his/her email address on their Ballot. For owners without email capability, the Auditor will send a notice to the Manager who will then deliver the “receipt” to the owner. If you do not put your email address on your Ballot (excluding those owners whom the Manager knows do not have email capability), you will not receive a “receipt”.
- S. The Auditor will tally the Ballots as in the past, with each Unit’s votes weighted by that Unit’s percentage of ownership. Section 4.02, By Laws.
- T. When the Auditor has completed the tally, the Auditor will give the Manager a report of the outcome, listing all candidates with the “raw” votes each candidate receives, and the “percentage of Unit ownership” votes each candidate receives.

- U. As per Section 4.02 of the By Laws, the 4 candidates receiving the most votes, as weighted by percentage of Unit ownership, will be declared the newly elected members of the Board.
  - V. The Auditor will maintain custody of all Ballots received, regardless of when they are received. As per the By Laws, all voting is anonymous except to the Auditor (Section 4.02, By Laws). No owner has the right to see any Ballot other than his/her own Ballot.
  - W. Since all voting is anonymous (Section 4.02, By Laws), the Auditor will not publish a list of Units that submitted a Ballot, and no owner has the right to see a list of the Units that submitted a Ballot.
- 4. The Committee recognizes that even if it suggests/proposes any change(s) to the By Laws as they currently apply to voting (i.e. Sections 2.06 and 4.01), those changes, even if sufficient owners vote to adopt them, would not be in effect for a 2023 election (if there is one). But the Committee will continue to examine the current voting procedures for possible proposed changes, and referral of those proposals to the Governance Committee. One area that this Committee will be discussing at its next meeting(s) is that portion of Section 4.01 that places the authority/obligation solely with the Board to review and confirm the eligibility of Board candidates, and to disqualify any candidate who is not eligible. See subpart I, above.
  - 5. The next Committee meeting will be with the Manager and Auditor both present. Tentative date(s) are Nov. 14 or Nov. 15.
  - 6. Once the Committee has completed its work (estimated to be complete before the Board's January 2023 meeting), the Committee will submit its final report, with its recommendation to the Board for new voting procedures that, if approved, will be implemented in 2023 if an election is needed.
  - 7. Stephanie Prunty adjourned the meeting at 8:15 pm.

Linda Harang, Unit 602  
Committee Secretary

Audubon Trace Condominium Association  
Elections Committee  
Monday, November 14, 2022

The Elections Committee held its fourth meeting of the fiscal year on Monday, November 14, 2022, at Unit 2704.

Present: Co-Chair Stephanie Prunty (2704), Co-Chair Gary Vincent (3101), Jason Calmes (603), Linda Harang (602), and Teva Ostarly (2501).

Present: ATCA Property Manager Tim Munch, and ATCA CPA/Auditor Matt Roger.

AWN (Absent With Notice/Medical Leave): Becky Wollman (3023).

Stephanie Prunty called the meeting to order at 6:40 pm.

1. Stephanie Prunty reminded all of the purpose of this meeting – to present the Committee's plan for a new election procedure to the Property Manager and the Auditor, to get their input, to find out if they think anything should be changed, added, or deleted, and to ask the Auditor how he estimates the new plan will change his fee for auditing an election.
2. Linda Harang read through the new proposed voting procedure as detailed in the Committee's Minutes of November 1, 2022, and the Manager and Auditor were asked for their comments on each part of the procedure. [The Committee suggests that owners review the Committee's Nov. 1 Minutes for all of these details, that will not be re-printed here.]
3. The meeting resulted in the following requests/suggestions from the Manager and/or the Auditor. The Committee agrees with all of these, and agrees to incorporate them into the Committee's proposal to the Board.
  - A. The Auditor requested that he be sent a copy of the Minutes from the Board's meeting at which any new election procedure is adopted, including the Board's vote and/or resolution adopting any new election procedure.
  - B. The Manager and the Auditor agreed that the Manager will provide the Auditor with a list of owners/units who are eligible to vote, and a list of the candidates who are eligible and will be on the Ballot.
  - C. All present discussed the proposed new format for Ballots. All present agreed that the Ballot will ask the voting owner to print his/her name, and sign his/her name. If a Ballot is missing both the printed name and the

signed name, the Ballot will not be counted. If only one of either the printed name or signed name is present, the Ballot will be counted.

- D. On the Ballot, there will be three options regarding the Auditor's "receipt" –
  - (1) check that you want a receipt and do not have an email address
  - (2) check that you want a receipt, and then you print your email address on the Ballot
  - (3) check that you do not want a receipt
- E. When the Auditor emails or otherwise sends a "receipt", the Auditor's "receipt" will contain a disclaimer (similar to that used by the Jefferson Parish Registrar of Voters on his receipt for mailed in Ballots) that the "receipt" only acknowledges that the Auditor received the Ballot, and it will provide the names of the candidates who got votes on the Ballot. It is not an acknowledgment that the Ballot votes were counted. [See Nov. 1 Minutes for reasons why a Ballot may not be counted.]
- F. The Auditor estimates that his fee for performing his tasks under the new proposed procedure will be not more than 20% higher than for recent past elections.

He reminded us that any time an owner calls or emails him, he charges the Association a fee for his time, at his regular hourly billing rate. At its next meeting, the Committee will discuss the merits of suggesting that the Board adopt a policy that any time an owner has direct contact with an outside vendor, such as the Auditor, and for which the Association is then billed, that the bill for that time should be charged to the owner who initialed the call or sent the email.

- G. The Committee will discuss at its next meeting a suggested list of criteria that the Board can use to determine whether a candidate meets the requirement of living at Audubon Trace as her/his "primary domicile".
- H. Once the Board votes on the new proposed procedure, the Committee, Manager, and the Auditor will conduct a test using the new Ballot format. All parties want that test to be completed by the end of January 2023.
- I. All parties acknowledge that this new procedure will require advancing the election calendar by at least a week, possibly more. Discussion on actual times/dates will be discussed with the Manager and Auditor after and if the Board adopts the Committee's proposed procedure, and after the test.

4. The Committee has now completed its preliminary work, and is satisfied that the new proposed protocol is ready for the Board's consideration. To ensure that all have sufficient time to prepare for a 2023 election (if there is one), the Committee asks that the Board add the Committee's proposal to the agenda for its November meeting.
5. Stephanie Prunty adjourned the meeting at 7:45 pm.

Linda Harang, Unit 602  
Committee Secretary

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF THE COMMUNICATION COMMITTEE  
Tuesday October 18, 2022

Meeting called to order by Pat Williamson at 6:30 pm at 604 Audubon Trace

Committee members present: Donna Bourg, Chris Sherwood, Pat Williamson, Jason Calmes

Absent: Sawese Bugbee

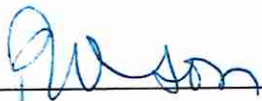
1. OLD BUSINESS

- a. HANDBOOK- The committee is in the process of revising the handbook. Donna Bourg organized the handbook between rules and regulations, consolidated sections, and alphabetized the topics within their subchapter. The committee began going through the sections line by line making clarifications.

2. ADJOURN -

- a. The meeting was adjourned at 8:30.

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

  
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Pat Williamson, Unit 604

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF THE COMMUNICATION COMMITTEE  
Thursday November 17, 2022

Meeting called to order by Pat Williamson at 6:30 pm at 604 Audubon Trace

Committee members present: Donna Bourg, Pat Williamson, and Jason Calmes  
Absent: Sawese Bugbee and Chris Sherwood

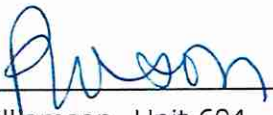
1. OLD BUSINESS

- a. HANDBOOK- The committee continued going through the handbook line by line and is approximately 50% through the pages. In the process it was noted that several items needed clarification, and these are being consolidated by Pat Williamson to divide for different members to research. The next meeting is scheduled for November 28, 2022 at Unit 604 at 6:30 pm.

2. ADJOURN -

- a. The meeting was adjourned at 9:30.

Submitted for publication on the 11 day of 28, 2022.

  
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Pat Williamson, Unit 604

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF THE COMMUNICATION COMMITTEE  
Monday November 28, 2022

Meeting called to order by Pat Williamson at 6:30 pm at 604 Audubon Trace

Committee members present: Donna Bourg, Sawese Bugbee, Jason Calmes, and Pat Williamson

Absent: Chris Sherwood

1. OLD BUSINESS

- a. HANDBOOK- The committee finished going through the handbook. Again, it was noted that several items needed clarification, and these are being consolidated by Pat Williamson to forward to Tim Munch. The next meeting is scheduled for January 16, 2023 at Unit 604 at 6:30 pm.

2. ADJOURN -

- a. The meeting was adjourned at 9:30.

Submitted for publication on the 11 day of 28, 2022.



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Pat Williamson, Unit 604



Audubon Trace Condominium Association  
Elections Committee  
Committee's Final Report to the Board  
November 28, 2022

The Elections Committee met four times since early September 2022 to discuss the current ATCA voting procedure (first implemented in 2002) that is used for Board elections.

Our objective was to study the current protocol, and to propose and discuss possible changes to that protocol, giving particular attention to certain owner criticisms that followed the election held in May-June 2022. It was also the Committee's objective to consider how technology can/could be used to streamline, improve, and simplify the voting process so as to encourage participation by all owners, while ensuring, to the greatest degree reasonably and economically possible, the integrity of the process.

As a result of our study, review, and discussions, the Committee has unanimously agreed to present the following new protocol for the Board's consideration. It is the Committee's intent that any approved changes will be in place in time to be implemented in a 2023 Board election, if there is one.

The Committee further reports that it met with Manager Tim Munch and Auditor Matt Roger on November 14, 2022. The proposed protocol includes the suggestions and requests from the Manager and the Auditor. Both the Manager and the Auditor agree with and support the Committee's proposal.

The Committee members who participated in this effort are: Co-Chair Stephanie Prunty (2704), Co-Chair Gary Vincent (3101), Jason Calmes (603), Linda Harang (602), Teva Ostarly (2501), and Becky Wollman (3023).

The new protocol is outlined as follows:

- A. In March, the Manager will send a letter to each Unit owner with a statement showing that Unit's current financial status (ahead of schedule, zero balance, or in arrears). The letter will also state the Unit's current status relative to the voting and candidacy requirement of being in "good standing" (as that term is defined in the By Laws, Section 1.02(6)). If a Unit owner is not in "good standing", the letter will provide the basis for the deficiency.
- B. This letter will be emailed to all Unit owners for whom the Manager has a functioning email address. Any owner who wants to receive communications via email should provide the Manager with a viable email address before March 1, 2023.

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- C. For the few owners (less than 12) who do not have email capabilities, the Manager will deliver the letter (if the owner is an ATCA resident), and mail the letter to any non-resident owner.
- D. Beginning in early March, the Manager will alert all owners in his weekly communications that these status reports will be issued mid-March. Any owner who has not received their status report by April 5, should contact the Manager so that another one can be issued.
- E. In early May – date yet to be determined – the Manager will email the “Official Notice” to all owners with email capability, and by direct Notice to any owner without email capability, the official election calendar, including all dates and all deadlines. The Application Form for Board Candidate will be attached to this “Official Notice”. Owners will no longer have to ask the Manager for an Application Form.
- F. At the time of this Official Notice, any Unit owner who is in “good standing” as per the March report, and who qualifies as per the By Laws (Section 4.01), can submit an Application Form. Applications and all supporting documents (see subpart, H, below) must be received by the Manager by a deadline/date yet to be determined.
- G. If an owner is not in “good standing” when the Manager issues his March notice, the owner will be sent a Ballot, but only if the owner has rectified the deficiency(ies) before the Auditor mails the Ballots, and the Manager has confirmed that the owner is in “good standing”. If the deficiency is not corrected, the owner will not receive a Ballot (see Section 2.06, By Laws).
- H. In addition to submitting an Application Form, every owner who wants to be a Candidate, must also submit proof of that owner’s eligibility as per Section 4.01 of the By Laws. That is, (1) proof that the owner has an undivided 50% ownership interest in his/her Unit; and (2) proof that the owner’s ATCA Unit is that owner’s “primary domicile” (as that term is defined in Louisiana law, see LA. CIV. CODE ANN. ARTS. 38-46). The third requirement – that of being in “good standing” – will already have been determined by the Manager. If the Manager does not receive the Application Form and all of the requisite proof of eligibility before the Application deadline, then the owner will not be permitted to be a candidate, and will not be on the Ballot.
- I. The day after the Application Form deadline, the Manager will review the received Applications, and will confirm that the requisite eligibility documents have also been received. The Manager will give this information to the

Board. "The Board of Directors shall review the nominees for election to the Board to ensure that these criteria have been met. The Board of Directors shall disqualify any nominee who does not meet these minimum qualifications." Section 4.01, By Laws (eff. 7/1/2002).

- J. Once the Board has determined the eligibility status of the applicants, and if there are more than 4 eligible applicants thereby requiring an election, then the Board will authorize the Manager to print the Ballots.
- K. At this time, the Manager will give the Auditor a list of all owners in "good standing", and who are therefore eligible to vote (see Section 2.06, By Laws), and a list of the eligible candidates who will be on the Ballot.
- L. The Manager will get all of the Ballots printed, along with copies of the candidates' Applications, and the Election instructions, and will give this material, including all of the envelopes, to the Auditor.
- M. The Auditor will mail out the Ballots to all eligible voting Units, by U.S. first class mail. The Manager will notify the owners by email of the date on which the Auditor actually delivers all of the Ballots to the U. S. Post Office.
- N. Within 5 days of receiving the notice that the Ballots have been mailed, if a Unit does not receive its Ballot, the owner should contact the Manager. The Manager will notify the Auditor, and the Auditor will issue a "substitute Ballot" for that Unit. The "substitute Ballot" for that Unit will be marked in such a way so that the Auditor can distinguish between the original Ballot mailed to the Unit, and the "substitute Ballot". The "substitute Ballot" will then become the only Ballot for that Unit that the Auditor will accept, and count (assuming it is timely received and satisfies the requirements listed in O, below).
- O. The Ballots will be essentially similar to the Ballot format used since 2002, with the following changes:
  - 1. The Ballots will be slightly larger in size.
  - 2. The Ballots will be printed with a discernible water mark that is unique to the Ballots.
  - 3. The Unit number will already be printed on the Ballot that is issued to all eligible voting Units.

4. Each Ballot will already be printed with an identifying number that is unique to that Unit's Ballot, is a randomly assigned number, and is a number that is known only to the Manager and the Auditor.
  5. The Unit owner who is voting will print the names of the candidates for whom he/she is voting – can be less than, but not more than 4.
  6. The Unit owner who is casting the Ballot for their Unit, will be required to print his/her name, and sign his/her name. If a Ballot is missing both the printed name and the signed name, the Ballot will not be counted. If only one of either the printed name or signed name is present, the Ballot will be counted.
  7. If the Unit owner wants to receive a "receipt" (see description, below) from the Auditor, then the Unit owner must print his/her email address on the Ballot. Voting owners without email capability will be given a "receipt" by hand or by mail.
  8. On the Ballot, there will be three options regarding the Auditor's "receipt" –
    - (1) check that you want a receipt and do not have an email address
    - (2) check that you want a receipt, and print your email address on the Ballot
    - (3) check that you do not want a receipt
  9. If the Ballot contains any extraneous marks or writings or "editorial comments" about anyone or anything, other than the required information (see 5, 6, 7, and 8, above), then the votes on that Ballot will not be counted.
- P. The Unit owner will mail the Ballot back to the Auditor via first class mail, in the envelope already addressed and stamped, and that is included in the Ballot packet the Unit receives from the Auditor.
- Q. To be counted, the Ballot must satisfy all of the criteria listed in section O, above, and be physically received by mail by the Auditor before the stated deadline (yet to be determined). The Auditor will not count the votes on any Ballot that is hand delivered to the Manager, hand delivered to the Auditor, or that the Auditor receives in any manner other than by first class mail. Any Ballot postmarked before the deadline, but not received until after the deadline, will not be counted.

- R. Once the voting deadline has passed, the Auditor will give each owner from whom he received a Ballot a “receipt”, that their ballot was received, and listing the person or persons for whom he/she voted, even if their Ballot was disqualified for any reason. The “receipt” will be sent by email to every owner who puts his/her email address on their Ballot. For owners without email capability, the Auditor will send a notice to the Manager who will then deliver the “receipt” to the owner. If you do not put your email address on your Ballot (excluding those owners whom the Manager knows do not have email capability), you will not receive a “receipt”.
- S. When the Auditor emails or otherwise sends a “receipt”, the Auditor’s “receipt” will contain a disclaimer (similar to that used by the Jefferson Parish Registrar of Voters on his receipt for mailed in Ballots) that the “receipt” only acknowledges that the Auditor received the Ballot, and it will provide the names of the candidates who got votes on the Ballot. It is not an acknowledgment that the Ballot votes were counted. [See Sections O, Q, above, for reasons why a Ballot will not be counted.]
- T. The Auditor will tally the Ballots as in the past, with each Unit’s votes weighted by that Unit’s percentage of ownership. Section 4.02, By Laws.
- U. When the Auditor has completed the tally, the Auditor will give the Manager a report of the outcome, listing all candidates with the “raw” votes each candidate receives, and the “percentage of Unit ownership” votes each candidate receives.
- V. As per Section 4.02 of the By Laws, the 4 candidates receiving the most votes, as weighted by percentage of Unit ownership, will be declared the newly elected members of the Board.
- W. The Auditor will maintain custody of all Ballots received, regardless of when they are received. As per the By Laws, all voting is anonymous except to the Auditor (Section 4.02, By Laws). No owner has the right to see any Ballot other than his/her own Ballot.
- X. Since all voting is anonymous (Section 4.02, By Laws), the Auditor will not publish a list of Units that submitted a Ballot, and no owner has the right to see a list of the Units that submitted a Ballot.

Additional considerations:

In addition to the proposed protocol, if the Board adopts any new procedures for ATCA voting, the Board will send the Auditor a copy of the Minutes from the Board's meeting at which any new election procedure is adopted, including the Board's vote and/or resolution adopting any new election procedure.

The Auditor estimates that his fee for performing his tasks under the new proposed procedure will be not more than 20% higher than for recent past elections.

The Auditor charges the Association a fee for his time, at his regular hourly billing rate. His bill includes his time responding to individual owner phone calls, emails, and/or text messages. Therefore, the Committee recommends that the Board adopt a policy that any time an owner has direct contact with an outside vendor, such as the Auditor, and for which the Association is then billed, that the bill for that time should be charged to the owner who initialed the call, or sent the email or text message.

If the Board adopts the new proposed protocol, the Committee, the Manager, and the Auditor will conduct a sample test using the new Ballot format. The goal is to complete the test before the end of January 2023.

If the Board adopts the new protocol, the "election calendar" will be revised to allow for additional time that the owners, Manager, and Auditor will need for certain parts of the new procedure. Discussion on actual times/dates will be discussed with the Manager and Auditor if the Board adopts the Committee's proposed procedure, and after the "test election" has been completed.

Linda Harang, Unit 602  
Committee Secretary