

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE BOARD OF DIRECTORS**  
Wednesday, October 19, 2022

**OPEN MEETING**

Opening statement of the President discussed the format for the meeting, asking for decorum and respect, being mindful that we are in a place of worship. Format for this meeting is a result of past three meetings, especially June 29, 2022, where decorum and respect was not in evidence. We are here at the graciousness of Pastor Mumbai Mutoonono after last time. When the Board meeting is adjourned, questions that were submitted will be read and answered. If owner needs follow up, please email the question(s) by Saturday (10/22/22) if possible and the Board will email you back. All questions with Board responses will be an addendum to the minutes of this meeting.

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**6th 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. Jeff Adams, Assistant PM.

- I. **Call to Order** – Tina Jumonville called the meeting to order at 6:38pm at Journey Christian Church.
- II. **Approval of Agenda** – Stephanie Prunty moved to approve the agenda, Pat Williamson seconded. Agenda was unanimously approved.
- III. **Reports** –
  - A. **Property Manager** – updates:
    - Our garbage contractor (month-to-month contract) has filed for Chapter 11 Bankruptcy to protect its current contract with the City of New Orleans. They assured me that they want to continue their twice a week pickup. We are checking on other contractors to provide garbage collection and will continue to monitor and assess Metro performance.
    - Our web hosting contractor is assessing the form links on the website, which currently are unable to link to the association's web emails. I advise owners to call in work orders or send them to my email address, audubon1@nocoxmail.com.
    - J&J Exterminating, Inc. is on site checking our termite traps. They should be finished the end of the month.
    - Our gutter contractor has repaired/replaced all Hurricane Ida damaged gutters that I am aware of. If anyone is aware of an unresolved gutter problem, please let management know.
    - Pool gate keys have been rekeyed to non-duplicating keys. Pool codes are still working, but once the Board and management have a chance to meet, distribution of keys will be addressed.

- Steps contractor, Stalling Construction, Inc., is working with engineering firm to fine tune plans and specs, to set start date. How to handle access for upstairs owners during construction is still being discussed (displacement or alternate access). Staging of equipment and materials is still being discussed.
  - Tree contractor will be back on site to do tree trimming and tree removal (by buildings 30, 32, 26, 1, 5, etc.
  - Painting on building 29 should be completed the week ending October 27.
  - Building 30 pressure washing, carpentry, and painting should start in November (weather permitting).
  - The wooden deck replacement with washed aggregate for units 1001, 1002, 1003, 1004, 2202, 2203, and 2004 should start November 7 (weather permitting).
- B. President** – Tina Jumonville - no report at this time.
- C. Treasurer** – Stephanie Prunty reported no current financials to present. Expect to have audit report for August 2020 available for the next Board meeting.
- D. Legal Liaison** – Patricia Traina – No report at this time.
- E. Communications** – Patricia Williamson reminded everyone to submit suggestions for the Handbook and to put them in the mailbox by the South pool. She also recognized Donna Bourg for her valuable input on the revisions of the Handbook.
- F. Governance** – Stephanie Prunty – committee is working on removing obsolete language/references in the Declaration and working on making it more “reader friendly”, Changes will be presented at the next meeting, Monday, November 7. Going through the whole Declaration and Bylaws will take quite some time. Once proposed changes are made, that proposal will be submitted to the Board sometime next year. All these changes will have to be voted on by all the owners.
- G. Elections Committee** – Stephanie Prunty – committee met on October 3 and is working on Section 4.02, election procedures only. Discussed concerns that Section 2.06 which states “a voting member must be an Owner in “good standing”, has not been enforced in the past. Working on a procedure to notify owners of eligibility for 2023 election. Committee also had discussion of changes to actual ballot (digital voting, water marked ballots, having auditor handle mail out, collection and counting, etc.) Next meeting of the committee is tentatively scheduled for November 1.
- H. Permits-Landscape Committee** – Al Lafaye - no report at this time.
- I. Social-Welcome Committee** – Fall Gathering on October 31, 2022 – and Christmas Gathering on December 11, 2022.

#### **IV. Old Business –**

- A. Ceiling Fan Replacement Status, South Pool** – Tim has talked to “fan people” about best fan for the location. He is working on which one to pick.
- B. Christmas Trees – both gazebos** – looked into artificial trees being more cost effective. Tim said the office had ample room to store the trees.
- C. Key Locks – Code Change in the Interim** – Keys are ready to go. No code change at this time. The next Board meeting will decide how to distribute and cost of replacement.

#### **V. New Business –**

- A. Strategic Planning Committee** – Stephanie Prunty – Board has been discussing the need to have long range planning for things like garbage issue, future electric charging station for EVs, how we manage our own property, how we can make changes there. Stephanie Prunty moved to make a motion to create a Strategic Planning Committee that would be Board based (unless we need specialized credentials for a project) to look at those types of issues, and where we will be in 5 years. Gary Vincent seconded. Motion passed unanimously. Committee will probably start in the spring.

- B. **Board Communication Report** – Tina Jumonville – this pertains to all the emails the Board has received since inception of the new procedure of this Board. Discussed publishing all the emails that come to the Board along with Board responses. Going forward, owner will have the option to be identified or not. Tina Jumonville moved to create a Communication Report to be sent out weekly (with PM's weekly maintenance schedule). Pat Williamson seconded. Motion passed unanimously.
- C. **Association Website** – Do we need to revamp? Tim said the guy he spoke with said we should review/update everything every 5 years. Tim is to do research and send out for bids.

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

VII. **Adjournment** – Tina Jumonville moved to adjourn. Pat Williamson seconded. Meeting adjourned at 7:06pm.

Next meeting date: November 30, 2022.

*Sawese Bugbee*

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(Electronically signed)  
Sawese Bugbee, Board Secretary  
Unit 207

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

OCTOBER 19, 2022

Location: Journey Christian Church  
3828 Leila Place  
Jefferson, LA 70121

**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
- D. Legal Liaison
- E. Communications Committee
- F. Governance Committee
- G. Elections Committee
- H. Permits-Landscape Committee
- I. Social-Welcome Committee

**IV. Old Business**

- A. Ceiling Fan Replacement Status, South Pool
- B. Christmas Trees – both gazebos
- C. Keyed Locks – Code Change in Interim

**V. New Business**

- A. Strategic Planning Committee
- B. Board Communication Report
- C. Association Website

**VI. Comments and Announcements**

**VII. Adjournment**

Next meeting date: November 30, 2022

Audubon Trace Condominium Association  
Elections Committee  
Monday, October 3, 2022

The Elections Committee held its second meeting of the fiscal year on Monday, October 3, 2022, at Unit 2704.

Present: Co-Chair Stephanie Prunty (2704), Jason Calmes (603), Linda Harang (602), Teva Ostarly (2501), Becky Wollman (3023)

AWN (Absent With Notice/Family Leave): Co-Chair Gary Vincent (3101)

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

Stephanie Prunty called the meeting to order at 6:33 pm.

1. Stephanie Prunty distributed the Agenda for the Meeting.
2. Linda Harang presented her draft revision to Section 4.02 of the By Laws. The draft had been distributed to the committee via email prior to the meeting. The committee generally discussed the proposed changes to Section 4.02.
3. Linda Harang presented two questions received via phone from Gary Vincent:
  - A. The first was regarding the word “written” and whether further explanation should be added, or whether a definition should be added. After discussion, the committee agreed that the word did not need any additional explanation or specific definition, because of other provisions already in the By Laws.
  - B. The second was regarding the procedure for validating and accepting a “proxy” vote. After discussion, the committee generally agreed that discussion of “proxy” voting would be tabled until the committee was ready to discuss the details of election procedure and protocols.
4. The committee generally discussed the addition of language into Section 4.02 to make it consistent with Section 2.06 – that to be eligible to vote an owner must be in “good standing” as that term is defined in the By Laws, and the fact that it also includes a requirement that an owner cannot be in violation of ATCA rules or By Laws to be eligible to vote. The committee discussed a concern that this requirement – which has been in the By Laws since 2002 – has not been enforced in the past, and the committee’s concern that all voting requirements should be enforced on a regular basis for every election.

5. In order to alert owners to their voting status in time to correct any deficiencies in time for an election, the committee agrees that in March of each fiscal year the Manager should issue a statement to each owner, notifying the owner if he/she is in "good standing", and, if not, to notify the owner of his/her deficiency(ies).

If the owner corrects the deficiency(ies) by the specified deadline, then the owner would be eligible to vote if there is an election. If the deficiency(ies) is/are not timely corrected, then the Manager would notify the Auditor that the owner is not entitled to receive a ballot.

6. The committee generally discussed the other changes in the proposed revision of Section 4.02, and agreed to accept the draft as a working draft for the purpose of moving forward with the committee's review of election procedures.

Once the committee has completed its review of procedures and protocols, and is ready to present its recommendations to the Board for immediate implementation in 2023, the committee will go back to review the current versions of Sections 2.06 and 4.02 to ensure that the committee's proposals are allowed under the current By Laws.

The committee recognizes that any approved changes (by owner vote) to the By Laws would not be in place in time for an election in 2023, if there is one.

7. The committee discussed the form and content of the ballot. In addition to the names of the candidates, a brief statement of the voting deadlines, and a reminder that you can vote for as few as one, but not more than four persons, the new ballot form should also require the owner to print his/her name, sign his/her name, date the ballot, and provide his/her email address if the owner wants to be notified by email that his/her ballot was received.

8. Becky Wollman presented a printout of the spreadsheet she had sent to the committee via email in advance of the meeting. This was the summary of her presentation of 14 existing software programs that she identified that are designed to be used by property managers and HOAs, and that include a feature that allows for digital/electronic voting.

The committee generally discussed not just the application of such software for voting, but for other broader management purposes, and for owner access via a password coded portal. Such software could be used to establish a member/owner database, document management, work order and budget tracking, and e-voting.

The committee agreed that at this time we would focus only on the possibilities of implementing some form of e-voting, and leave the investigation of the broader uses

Elections Committee

October 3, 2022

Page 2

of such software to some other group or committee, such as a strategic planning committee should one be established.

9. The committee generally discussed the proposals received from our Auditor Matt Roger, for improving vote security and anonymity. His five basic proposals are:
  - A. The Auditor controls the printing and issuance of the official ballot by developing a unique watermark or some other unique mark on the ballot, known only to the Auditor. The watermark would be imprinted on each ballot by a commercial printer. The printer would deliver the marked ballots directly to the Auditor.
  - B. The Auditor controls distributing the ballots to the owners, including some type of identity verification such as a valid drivers license. Owners who are not eligible to vote will be identified and notified.
  - C. The Auditor receives the completed ballots, which can continue to be by U.S. mail, or resumption of the prior practice of owners physically giving their ballots to the Auditor on the ATCA grounds, with the Auditor witnessing the owners placing their ballots in a ballot box. Owners would be asked to provide some type of official identity card, such as a drivers license. The use of a "proxy" for out-of-town owners could also be accepted.
  - D. The Auditor controls the tabulation of the votes within a certain period of time after voting ends.
  - E. The Auditor could accept some form of e-voting, but the Auditor would still have to be able to verify and audit the vote.

The committee discussed each of the five and agreed to accept proposals A, part of B, part of C, D, and E. The committee does not believe that voter ID, such as producing or having on file a drivers license or official State ID, is needed.

The committee rejects any proposal that would include voting in person on a specified "election day" or delivering ballots in person. The committee, however, does suggest adding some type of unique, random serial number to each ballot.

10. The committee offers the following suggestions to aid and assist the Auditor:
  - A. The Manager will send out a statement to each owner in March, advising each if he/she is in "good standing". Once the deadline for correcting any deficiencies has passed, the Manager will prepare a list of the owners who are eligible to vote, if an election is held.

- B. If there is going to be an election, and prior to the start of voting, the Manager will give the Auditor a list of all owners who are in “good standing”, and the Auditor will mail ballots only to those owners.
  - C. When the Auditor is ready to mail out the ballots, he will notify the Manager. The Manager will notify the owners, so the owners can be watching for their ballot packet to arrive by U.S. first class mail. If an owner does not receive his/her ballot within 5 days of the ballots having been mailed, the owner can notify the Manager. The Manager will notify the Auditor. The Auditor can then issue that owner a “substitute ballot”, which will have a special identifying mark, so that only one ballot can be accepted for that unit.
  - D. Once the election deadline has passed, the Auditor will notify each owner from whom he received a ballot, that their ballot was received. This notification can be by ordinary mail, or, if the owner provides an email address to the Auditor, the notification can be via email. This will allow each owner who voted to have confirmation that the Auditor received his/her ballot.
- 11. Jason Calmes offered to design a “macro” for the Auditor to use, to aid him in notifying owners that their ballot was received, and also for applying a unique serial number to each ballot.
  - 12. The committee agreed that it should meet with the Manager and the Auditor to discuss the committee’s preliminary ideas and suggestions for voting procedures, to find out if they are feasible. This will also give the Auditor more information so that he can prepare an estimate of his fee/cost for the changes that the committee may recommend to the Board.
  - 13. The committee will ask the Manager and Auditor to meet in person with the committee on Nov. 14 or Nov. 15. Stephanie Prunty will confirm their availability for such a meeting.
  - 14. The next committee meeting is set for Tuesday, November 1, 2022, at Unit 2704 at 6:30 pm.
  - 15. Stephanie Prunty adjourned the meeting at 8:30 pm.

Linda Harang, Unit 602  
Committee Secretary



Audubon Trace Condominium Association  
Governance Committee  
Tuesday, October 11, 2022

The Governance Committee held its second meeting of the fiscal year on Tuesday, October 11, 2022, at Unit 2704.

Present: Co-Chair Stephanie Prunty (2704), Donna Bourg (3011), Jason Calmes (603), Linda Harang (602), Mary Jane Post (802), Pat Traina (501), Maria Zabalaoui (707)

AWN (Absent With Notice; family leave): Gary Vincent (3101)

AWON (Absent Without Notice): Leslie Weil (3813)

Stephanie Prunty called the meeting to order at 6:45 pm.

1. Stephanie Prunty explained that since we had a "homework" assignment for this meeting, there is no agenda. Our task at this meeting is to discuss the Declaration sections that were assigned for reading.
2. Stephanie Prunty reported that the Board has not received any Owner proposals for changes to the Declaration, to date.
3. Linda Harang reminded all that she has an original copy of the collective Declarations, with all of the Plat attachments, the original By Laws, and Articles of Incorporation. Some Units may still have their original set. Linda offered to loan her set to anyone on the committee who wants/needs to review it. The Manager also has an original set.
4. The committee discussed Sections 1 through 9. Proposed changes were made to Section 1, parts D, E, and J; Section 5, parts A, B, C, D, and E; Section 6, parts B and C; and Section 7, parts A and B.
5. The committee agreed that Linda Harang will draft the proposed changes and send them to the committee before the next meeting. The committee will discuss the draft of these proposed changes at the next meeting.
6. Before the next meeting, the committee members agreed to read and be prepared to begin analysis and discussion on Sections 10 through 17.
7. The next meeting is set for Monday, November 7, 2022, at 6:30 pm, at Unit 2704.

8. Stephanie Prunty adjourned the meeting at 8:30 pm.

Linda Harang, Unit 602  
Committee Secretary

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
Wednesday, October 19, 2022

**ADDENDUM**

**OWNER QUESTIONS AND BOARD RESPONSE**

**Barbara Dunbar, Unit 701**

Because discussions and decisions at committee meetings ultimately impact the quality of life and finances of all owners, why does the board find it necessary to have committee members sign a code of conduct that states the following:

**“Members agree to not share confidential information outside of committee meetings.”**

Furthermore, why would confidential or personal information about an owner, board member or not, or an employee, management, vendor etc. be discussed at such meetings when the focus should be on important issues such as repairs and improvements?

**Board Response**

- 1) The Committee Code of Conduct states that the confidentiality clauses should be honored “where appropriate”. This Board is trying to prevent a repeat of negatives from the past and wants to promote and ensure courteous and respectful behavior toward each other as neighbors in Audubon Trace.
- 2) We can’t control what others say and irrelevant and unnecessary topics might be brought up – spreading that to others just creates fodder for gossip.

**Debra Yates, Unit 1204**

1. Why does the Board of Directors feel the need for owners to sign disclosure agreements to join a committee?
2. Why does the Board of Directors think that an “open” meeting should be closed? It seems very dishonest that we have to submit our questions so that you can think out your answers and not be put on the spot.

**Board Response**

1. Based on past unprofessional and disruptive behavior in previous committee meetings, the current Board believes strongly that nothing productive comes from negativity, and wanting to move forward in a positive direction, the Board implemented the Committee Code of Conduct. Some of us witnessed firsthand unprofessional and disruptive behavior where two committee members engaged in crude and threatening remarks to each other at a committee meeting and we are trying to prevent a repeat of that.
2. This meeting is an open **board** meeting, not an annual meeting. This allows owners to witness how monthly board meetings are conducted and were never intended to be a substitute or annual or semi-annual meetings where the purpose is to interact with owners fully and to present status reports and/or get owner input into agendas such as the annual budget.

### **Jason Calmes, Unit 603**

Here is my question for the Board Meeting.

I am pleased that the Board has taken steps to try to restore decorum to Community Meetings, open or otherwise. So many in recent years were interrupted by rude attendees, including Board Members, culminating in a literal assault in a church.

The increased Communication has helped, and the Code of Conduct improvements have helped. Please keep those up and continue to improve this aspect of our community.

Having said that, is the question submission format going to be permanent, or is the intention to get back to a more casual style once we go for a while with no disruptions and assaults?

### **Board Response**

If the current format works, we will, more than likely, keep it; however, we are open to exploring and considering options when that opportunity presents. The last several meetings were riddled with disruptions; rude comments being shouted to the panel; the intention is to bring forth and maintain order and civility.

### **Felicia Hardesty, Unit 1404**

How much Association funds have been spent on Ketry lawsuit?

### **Board Response**

\$11,585.92

**The following questions were received after the October 19 Open Board meeting.**

### **Hank & Sue Marchal, Unit 1904**

***\*Due to the format of the questions submitted, the question document is being provided separately and appears at the end of this Addendum. The Board Response is below. \****

The report you have questions about is a Profit and Loss Statement for the period of July 1-August 31, 2022.

The profit and loss report is prepared on a modified cash basis. This means that Condo Fee Revenue is reported at the billed amount, not what is collected. Vendors are paid when we receive their bill for services. Therefore, expenses represent actual paid bills. The exception to this is property insurance. Property Insurance is paid in one large payment in March. This amount is amortized over the twelve- month contract period. Note that flood insurance (40 separate building policies) are expensed when they are paid.

Several of your questions/photos are work order- related and have been addressed by the Property Manager.

Annually the boundary fences are treated with a pre-emergent herbicide to control weed growth on our fences. We do not have enough employees on staff at this time to take time from carpentry and painting to water plants. The Board does not think it is cost-effective to use a carpenter or painter to water any part of our green space.

The Board's reasons for installing a "living fence" have been explained in our Minutes and our reports. We direct you to those documents.

Right now the Board is responding to the present needs for landscaping. At our most recent meeting, the Board agreed to create an ad hoc "strategic planning committee". We expect that this committee will include landscaping with the other topics and issues that we expect them to review.

To date the Board has not discussed whether to allow owners to continue growing jasmine on fencing. As long as owners are still allowed to do so, the jasmine will be trimmed annually by our landscape contractor, unless of course the owner has put out "yellow" flags to prevent the contractor from trimming.

The removal of dead shrubbery is handled by the contractor when they perform their routine shrubbery maintenance. Our contract with them does not presently include weekly or monthly shrubbery maintenance.

The Manager has installed "guards" at the bottom of signs and other wooden structures around the property. In the photo to the right on this page, that damage was not caused by a weed eater.

Repair and painting of existing lattice fencing is done in accordance with the Manager's property maintenance schedule. In the order of priorities, repairing parts of the lattice fence comes after any safety issue, porches, railings, and buildings.

The Audubon Trace painter is not trained to know what to pull, trim, or remove. He is not a gardener. It will be up to the Board to decide whether the policy on owner's landscaping should be changed so that owners are not permitted to plant anything anywhere that comes in contact with one of our fences or exterior walls.

The Manager is responsible for managing the property. He presents a report to the Board at every Board meeting, which is usually at least once per month. When and if the Board determines that the Manager needs to make a change or changes in his work, that is conveyed to the Manager and would be reported in the Minutes.

The new ramps are installed at the request/insistence of our property insurer. These are not public sidewalks, and our buildings are not public property, so they are not subject to the same requirements (i.e., ADA) as are public sidewalks and walkways and public/commercial buildings. The stepping stones are being replaced because our insurer considers them to be a tripping hazard.

Truck fuel expense fluctuates with the price of gas. Fuel costs continue to rise, and they fluctuate sometimes daily. We spend money on gasoline not only for vehicles, but also for equipment.

Grass cutting costs were up for July and August due to gas surcharges that are part of our contract due to the increased cost of fuel. The contractor charges us \$2016.50 every two weeks. On July 5<sup>th</sup> there was a payment of \$2016.50 which was for the end of June 2022 (the previous budget period). This is an overage due to the timing of the payments.

The profit and loss statement for the two months ending August 31, 2022, show an excess of expenditures over revenues by \$14569.97. \$10407.95 of this is Hurricane Ida repairs done this year. This cost will be moved to the reserves and is not part of the current budget. The actual shortfall is \$4162.02. This is due to the extra grass cutting of \$2016.50 and several flood insurance policies that were paid in July and August. This is a timing issue and will be resolved later in the year when no flood policies will be paid.

Reports on accounts receivable are included each month in the Treasurer's report. The issues addressed in this question have been answered in prior reports from the Treasurer and are posted in the Minutes. Our current bookkeeper has reviewed and is in the process of examining every account. She is working with Property Manager to ensure that all balances are accurate and correct.

Accounts Receivable does include prepaid condo fees (condo dues paid in advance). As of August 31, 2022. Account Receivable aging: Current \$-12588.58

30 Days \$-16620.19  
60 Days \$ -2702.53  
90 Days and over \$ 24399.33

Total - \$-7511.97

There are 8 accounts with delinquencies. All have liens filed and are monitored. Five of these are successions of deceased owners.

The Board's new communications policies were adopted to provide more substance in a timelier manner than any Board of the past 10 years. Whereas a few have complained about the new protocol for the Open Board Meeting, the Board has received many more compliments in conducting the meeting in a calm, respectful way. The same is true of all our committee meetings. To date all the committees have been meeting and making progress in their respective areas of inquiry. The reports from each committee have been comprehensive and substantive -- again, more so than in the past 5 years.

Questions by owners are welcome at any time. That is why the Board created its own email address, so that owners can communicate to the entire Board in one place and so that the Board responds collectively. The Board has responded to all questions sent to their email.

You say that "many owners feel it is a waste of time and energy to ask questions because the questions are frequently ignored or not answered fully" -- To date in this fiscal year, the Board has received many compliments from owners who are pleased in the new communication protocols. To ensure that all owners have the benefit of seeing the questions sent to the Board, and the answers the Board gives, the Board recently adopted and will begin to issue a "Board Communication Report." This report will be attached to Tim's weekly management report. The report will reproduce in full each question the Board receives at its email address, identifying the unit number from which the question was received, and the Board's full answer will be provided. In this way, everyone will get to see what is being asked, who is asking, and how the Board responded. Owners have the option to request that their questions be kept confidential by including that statement in the subject line of their email to the Board.

The Board's Code of Conduct has been expanded for this fiscal year. The Board takes this very seriously, as we do with the new Code of Conduct for committee members. When and if the Board receives a report of misconduct by a Board member, this Board will investigate it. If the report is confirmed, then the Board's policy is that the Board member gets a written warning of the violation. If

the same Board member commits another violation, the Board will initiate the steps to remove that person from the Board.

Issues regarding the Audubon Trace website are being discussed and may be a part of the agenda for the Strategic Planning Committee once established.

**Becky Wollman, Unit 3023**

1) What is estimated time for displacement for the owners living in the upper floor of the building with stairs being replaced?

**Board Response**

RESPONSE BY PROPERTY MANAGER: Becky, Once the Contractor has his timeline established, I will have a better idea on displacement timeframe. I will let all the owners know.

2) board published answers to owners questions - will the original owner that asked the question get a response from the board first and then shared in the board communication?

**Board Response**

Yes, the Board is responding first to the owner who submitted the follow-up question and both the question and Board response will be a part of the Addendum to the October 19, 2022 Open Board Meeting Minutes.

3) website — can we get a group of SMEs in the ATC to support the vetting of the vendors?

**Board Response**

The Association website discussions will be part of the focus/agenda for the Strategic Planning Committee, whose members will assist in vetting vendors, as well as seeking volunteers with expertise in this area.

**Debra Yates, Unit 1204**

1. How can the BOD change what the previous BOD did? I have an e-mail stating that we would get a fence. Why has that changed?

**Board Response**

Each Board has an obligation to review each matter before it to consider how to proceed for the best interests of all Audubon Trace owners. As noted in our prior Minutes, it is the unanimous opinion of this Board that spending @ \$50,000 on a "living fence" is more cost effective for all owners than spending

@ \$200,000 + to install and paint a lattice fence. The 2018/19 Board approved appropriate landscaping. Nothing changed (see June 2019 Minutes).

2. Is it true that the FBI is involved in the "silent ones" letters that were sent out? I know for a fact it is mail fraud to make untrue statements that were made in that letter about Sue Marchal and mail it out.

#### **Board Response**

The Board has no knowledge of any such claim, or issue, or reason for any such investigation.

3. Why was \$70-79,000 of PPP money put in Teva Osterly's account in North Louisiana? Please explain. Also how was the money spent?

#### **Board Response**

The credit union account in North Louisiana (Carter Credit Union, Springhill, LA) was not in the name of Teva Osterly. It was in the name of Audubon Trace. Teva Osterly, as board Treasurer, signed the paperwork to open this account. That same credit union funded our PPP loan, and that money was deposited into an account with that credit union.

This was a common practice when commercial banks stopped the processing of PPP loans due to volume issues. Credit Unions processed these loans for customers as the application period was still open. Our PPP loan was timely forgiven. As required by law, these funds were used exclusively for payroll costs.

4. Why doesn't "management" do things properly? Like showing attorneys bills where things have been redacted? Like getting receipts for things and scanning them into some sort of system. Why does the "fly by the seat of your pants" rule always apply when it comes to the BOD? Any information that pertains to current litigation is privileged and not reviewable until the case is settled.

#### **Board Response**

The substance of an attorney bill is redacted when the billing information would reveal Audubon Trace's litigation strategy, particularly when the subject matter is in suit. There have been instances in the recent past when Audubon Trace's litigation strategy, discussed in executive session at a Board meeting, was then shared with our opponent. This policy is used to protect the legal interests of the Association.

5. Are you spraying Round up on the Riverdale fence? Something is being sprayed and there are kids up against that fence.

#### **Board Response**

Audubon Trace is using the same preemergent herbicide that we have used for the past 5 years on all perimeter fencing, including the east, south, and north boundaries. The weeds along the ground of the fence line were sprayed, not the fence. That was 3 weeks ago.



# Questions for AT Board

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Hank and Sue Marchal

#1904

# Poorly Maintained Landscaping

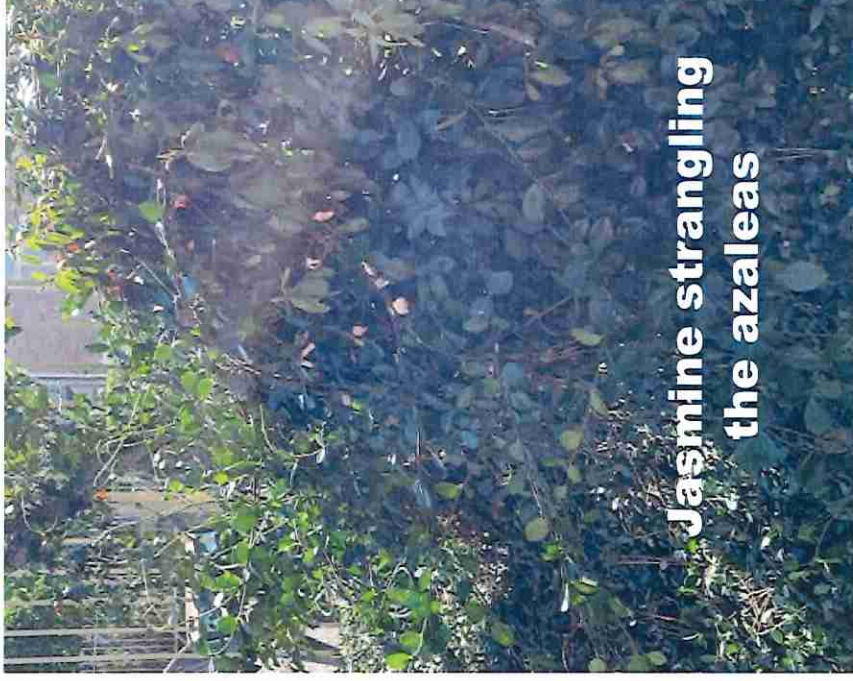
- Why are we paying more money for workers to kill than water out?
- Why would you remove a fence when you have the existing landscape?
- What is the long-term goal of improving landscape?







**Why don't the  
grasscutters pick up  
this?**



**Jasmine strangling  
the azaleas**



**Dead but  
aren't**



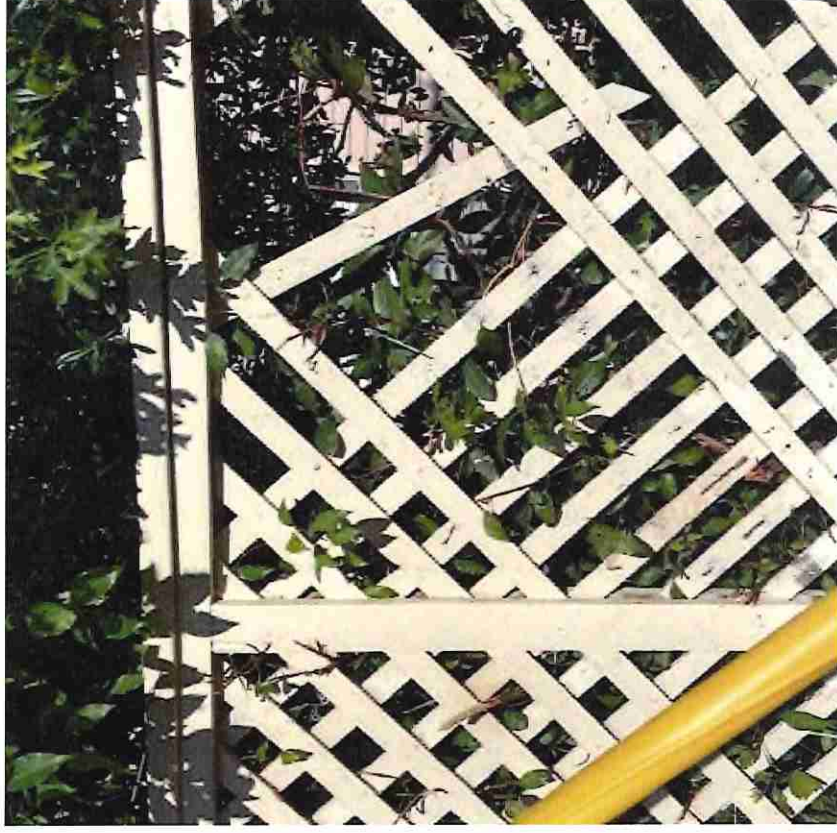
# Weed eaters damaging structur

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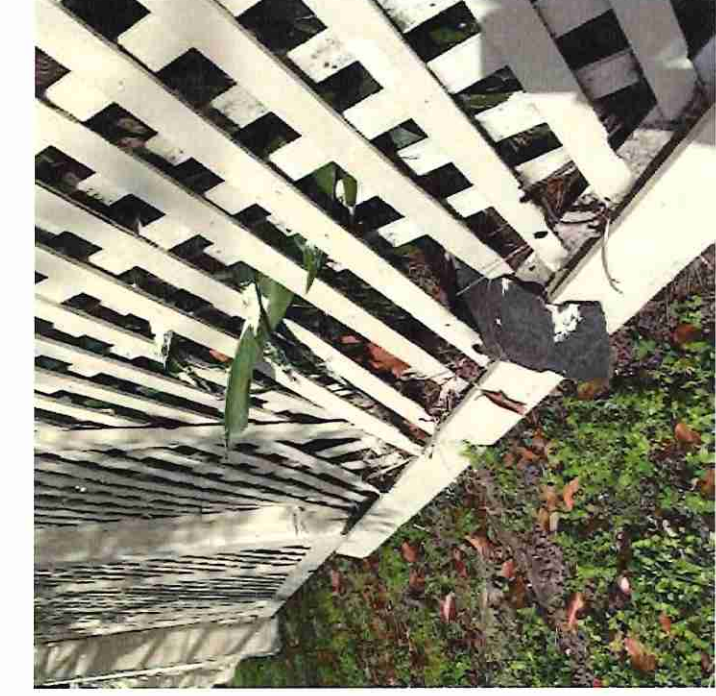
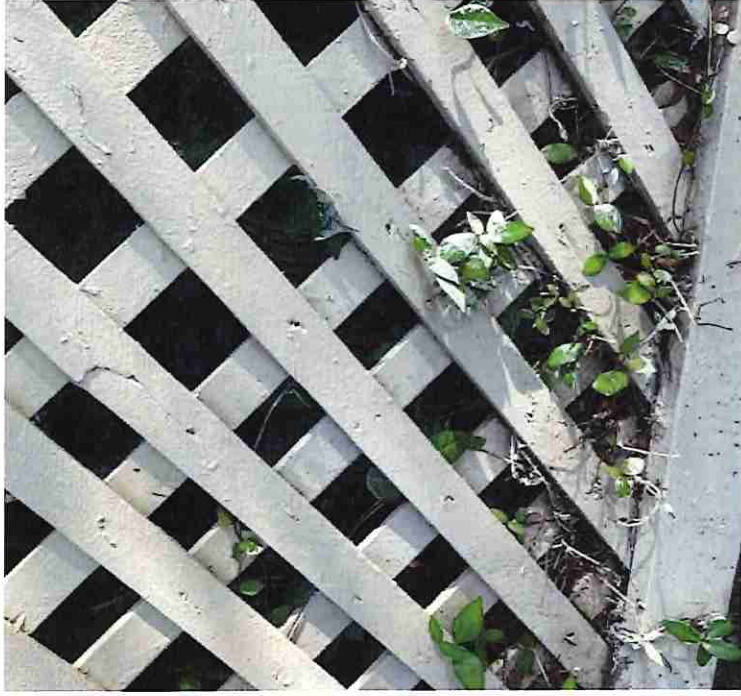


**What is the plan to repair/maintain/replace lattice fence throughout the property?**



**“Repaired” fence**





Shouldn't the painter remove vegetation rather than p

# **Who is overseeing the maintenance/upkeep of Audubon Tr**

- Is there no oversight by the property manager?
- Is the board not making sure the manager is doing his job?

# Miscellaneous Maintenance Repair Questions

- How is someone using a walker or wheelchair going to navigate this entrance?
- Why are the new concrete ramps so steep?
- Do they meet ADA requirements?
  - For new construction (when the curb ramp was built after January 26, 1991), the running slope of the ramp run must not exceed 8.33 percent. For alterations (when the curb ramp was altered after January 26, 1991), the slope must not exceed 10 percent for a 6-inch rise or 12.5 percent for a 3-inch rise.

<https://www.access-board.gov/ada/guides/chapter-4-ramps-and-curb-ramps/>





# Finance Questions

- Why is the truck/equipment fuel expense so high? (\$447.41)?
  - We drive 2 vehicles and spend under \$200/mo for both cars.
  - On average how many miles does the little truck travel?
  - How many miles per month does Tim use his personal vehicle for AT business?
- Why was gross cutting \$11,682.50 for the month of July?
- Why is the net income for July -\$14,569.79?
- What is the amount of A/R not including pre-paid condo fees?
  - How many owners are delinquent?
  - How much of that is 30/60/90 overdue?
  - What is being done to collect that money?
  - What is being done to ensure that owner's account balances are accurate?
  - What is the status of the lien that was recently filed?

# Communication Questions

- While communications have improved somewhat you are still not providing the detailed information that owners want to receive.
- Your instructions for the open meeting were not very friendly towards owners. Not being to ask follow up questions is a bit unfair.
- You stated that questions received after Oct. 18 would not be considered. It appears they have changed your mind.
- Questions by owners should be welcomed at any time
- Many owners feel it is a waste of time and energy to ask questions because the questions are frequently ignored or not answered fully.
- While you require owners to behave civilly you don't seem to have the same requirements for board members.

# Website Thoughts

- The previous webhost/developer did a terrible job and overcharged the association for they did. I was asked to make some minor changes to make the site more user friendly did pro-bono. (I am webmaster for several non-profits and help a small business owner sites.)
- Both hosts are using a platform called WordPress which is very user friendly. Much of it can be done in house by anyone with a basic knowledge of word processing. I have off several occasions to train anyone interested in making minor changes/additions to our site.
- The new vendor was chosen because they were more in line with the going rate for hosting/development.
- I wouldn't recommend doing a total website overhaul if we are considering some type management software as webhosting is part of many of those packages.