

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF THE OPEN BOARD MEETING**  
Monday, February 27, 2023

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

Management present: Tim Munch, Property Manager, and Jeff Adams, Assistant Property Manager.

Tina Jumonville called the meeting to order at 6:30pm at Journey Christian Church, 3828 Leila Place, Jefferson, LA, 70121.

Tim Munch provided a brief update of projects:

- Building 9 remediation scheduled to start 2/28/23. It should take 3 days.
- Parking striping is complete.
- Cable lines on the ground belong to Cox. Cox has not responded to our calls.
- Living fence — 3 spots still need to be planted.
- Building 30 being painted. Slow down because waiting for a 40' ladder.
- South Pool — new leak detection company coming out this week.

Stephanie Prunty discussed financials for the six months ended December 31, 2022. Financial Statement and the Treasurer's Report are attached to these minutes. She also reminded everyone that insurance premium will come due at the end of March and that she hopes to get an update by March 15.

Tina Jumonville presented the questions (and answers) that were submitted by owners prior to the meeting: (All questions as presented in email format are also attached.)

**Questions from unit 603**

- 1. How much money was spent on Ida expenses from the day of the storm through December 31, 2022?** \$1,344,323.66. An additional \$32,027.25 was spent this fiscal year.
- 2. If insurance premiums increase how much of an increase can ATCA tolerate and still have sufficient reserves for the next hurricane season?** That question depends on the new premium, and we will not know until mid-March 2023. We need to carry about \$700,000 throughout the year in reserves to meet our cash flow requirements. This equates to about \$3,000 per unit.
- 3. Based on initial information from our insurance broker and any knowledge from other HOAs, will any assessment be due prior to July 1, 2023?** It is difficult to compare our property to other condo associations. We are all wood properties, but we have done everything our carrier has asked us to do to minimize their risk. We have funds for the policy, but what is left for us to use during the year will determine whether any assessment is due. Note that a large increase in insurance will assuredly increase our dues next year. This insurance problem will be here for the next few years.
- 4. Is there any indication of what our insurance premiums will be?** Not really. Commercial Insurance cannot really be "shopped". Once a commercial carrier like Eagan requests a quote from a carrier, other brokers (i.e. Eustis) cannot make a request from the same carrier. For a property of our size and values, there are truly not a lot of players in the insurance market. We will not know what to anticipate until we see what offers we get from our broker. Our broker is Eagan, and they are currently working on this issue.

### Questions from unit 3723

- 1. Why is the Audubon Trace Condominium Owners Association suing fellow owner, former board member, and Treasurer Jodi Ketry? Be specific.** The reasons for the Ketry suit are set out in the Petition that was filed; since this matter is in litigation we cannot comment further; the Manager will send you a copy of the Petition if you want to read it.
- 2. Why did the Audubon Trace Condominium Owners Association hire an attorney to investigate legal advice provided by the attorney hired by insurer Chubb to defend the ATCA and four named board members in the Linda Haranq lawsuit?** Because of the potential for future administrative proceedings regarding this matter, the Board is limited in its comments; the reason for the investigation arose when the Association received the attorney's billing statement that he sent to Chubb; some of the contents n that billing statement raise questions about certain aspects of the representation he was hired to give to the Association, as the named insured on the E&O policy; therefore, the Board hired an expert in this field to review the materials and advise the Board on her findings. ?
- 3. Why did the governance committee recommend that the bord seek a legal opinion (more attorney fees) regarding a change be considered to our governing documents regarding a ban on rental units in Audubon Trace?** Because the Governance Committee is considering proposing what would be a drastic change — banning all rentals at Audubon Trace prospectively only — and could result in litigation by non-resident owners, the committee proposed and the Board agreed that it would be prudent to get a legal opinion from the Board's attorney before the committee does any further work on this issue.
- 4. How much money did the Audubon Trace Condominium Owners Association spend on defending itself from the Linda Haranq lawsuit?** \$4,270.35, which includes the \$2,500.00 deductible.

### Questions from unit 104

- 1. Suggestions to move toward self-insurance model. T suggestion is to alter the investment policy to include dividend paying equities and ETF indexes and to hire an investment advisor in an effort to reach a value of \$2 million.** To truly be self-insured we would need to have \$30-\$40 million in reserves, the value of our property. This is not necessarily the cost to rebuild which could be more. Units would be difficult to sell as mortgage companies would not take on such a risk. This strategy also assumes that all 237 owners have the same risk level and financial conditions — which they do not. While I (**Stephanie Prunty responded to this question.**) might have such an investment strategy with my own money that cannot and should not take such a risk with other people's money.

### Questions from unit 3723

- 1. How many works days does it take from the first day start of work until completion of of the job does it take our maintenance crew to clean, do carpentry work, and paint the average bulling in Audubon Trace? Be specific.** 16 workdays, weather permitting.
- 2. How many workmen are assigned working to clean, do carpentry work, and paint the average building in Audubon Trace? Be specific.** 3
- 3. How many man hours does it take for our maintence crew to clean, do carpentry work, and paint the average building in Audubon Trace? Be specific.** 160 hours.
- 4. What is the average rate of pay per hour for our workers?** \$19.90 per hour.

0. **What is the average total labor cost for our maintenance crew to clean, do carpentry work, and paint the average building in Audubon Trace? Be specific.** \$9,553.60 average labor cost.
1. **What is the average material to clean, do carpentry work, and paint the average building in Audubon Trace? Be specific.** The average materials used on a building are water, bleach, Jomax, 20 gallons color paint, 15 gallons of trim yellow paint, paint brushes, roller frames, roller screens, mineral spirits, 40 year caulk, caulk guns, weatherboards, trim boards, deck boards, fish scale trim (if necessary), screen materials, spline for the screens, aluminum framing for screens that cannot be fixed, rags, nails, screws, staples, saw blades, electricity to run the power tools, gas to run pressure washer, gas for the company truck, any new materials will need to be milled and primed before installation, mortar mix, if we have to fix brick steps, liquid nail to help hold bricks on steps, Thompsons water seal for wooden balconies and steps.

### **Questions from unit 1101**

1. **Curb cuts: Was this mandated by insurance or "suggested"? Can you clarify what were the specifications required by the insurance company to meet the handicap access as required. In other words, what was the definition of "handicap access" as given by our insurer?** It was strongly advised. The request had nothing to do with handicap access, but everything to do with trying to mitigate trip and fall hazards. This is not a handicap access issue.
2. **Curb cuts: Can residents view the letter from the insurance company that advised this?** There was not a letter, but verbal discussion. The inspector realized we had been ramping entrances for 10 years and appreciated the fact we were moving in the right direction.
3. **Curb cuts: The minutes state that units without a driveway must have handicap access, however, many of the new curbs are not actually handicap access or accessible as falls under ADA regulations. The curbs are too steep in many cases, slippery when it rains, some curbs too steep to walk up or walk down which now creates a liability issue. Why was money spent on this if the walkways are in some cases dangerous and neither handicap access or ADA compliant.** The ramped sidewalks meet the height and distance requirement for ramps. For every inch of rise (the curb) you must have a foot of run (the sidewalk). We meet the requirements.
4. **Curb cuts: How many curbs have been completed and at what cost? How many curbs remain and at what cost? If curbs remain to be completed, when will they be complete?** There have been 53 ramped sidewalks completed and I will have to review our bookkeeping records to see the total cost. There are 45 sidewalks remaining and each sidewalk cost about \$2,000.00 to remove, back fill and replace. There is not a timeline to complete the sidewalks. We try to include one or two buildings a year with the other street replacement work we have to do.
5. **Can Audubon trace pressure wash the existing aggregate at building 11 sidewalks/ramps so that it matches? If not, why.** We can pressure wash the sidewalks on building 11, but they will never match the 37-year-old existing sidewalks.
6. **Driveway replacement: What is the current schedule of driveway replacement?** There is 35, about \$60,000.00 a year in reserves for streets. We will continue to do \$60,000.00 of street/sidewalk/driveways/patios per year.
7. **Which buildings have had driveway replacements in the past 5 years?** None.
8. **What buildings are slated for driveway replacement and when?** Not available at this time.
9. **If a driveway is slated for replacement within the next year or so, why spend money to stripe that driveway if it is only going to be torn up soon?** Driveways are not striped; parking areas are striped. We do not typically replace parking areas.

- 10. Building/Trim painting: Can you provide a listing of buildings that have received trim/carpentry painting in the last 5 years?** 35, 24, 5, 17, 19, 36, 37, 9, 10, 25, 3, 4, 21, 38, 39, 6, 12, 1, 2, 23, 14, 29, and 30.
- 11. Can you provide the schedule for buildings to receive trim for this year and through 2024?** The following buildings are scheduled to be cleaned, carpentry and painted 2023 and 2024 (weather permitting) 20, 7, 26, 13, 8, 15, 32, 33, 18, 16, 31, 28, 27 and 11.
- 12. Living Fence: Will the board consider adopting a standard in writing for maintenance of the living fence, such as trimming shape size and height with consideration to closeness to parking spaces and air condition units?** All shrubbery is trimmed once a year, those portions of the living fence that need it will be included.
- 13. What is the plan for grading or filling in the existing soil and grass that was removed along building 11 next to the school/air compressor where the red tips were pulled? Can the Trace order some soil and grass seed to fill in this area where red tips were removed so as to provide a nice aesthetic look?** We will look into filling the holes or just leveling out the area.
- 14. Cable on ground at living fence between bid 11 and 12. Will this cable ever be buried or will it just lay across the grass by our units across the parking lot to the next building? If there are plans to bury the cable, when?** The cables belong to Cox and AT&T. Cox and AT&T have been notified about the cables. They have not indicated to me a timeline for direct burial.
- 15. Stairs: What assurance do we have that steel stairs will not significantly alter the aesthetic look and character of the affected units? Before moving forward with such a drastic proposed alteration, can you provide a rendering?** The stairs are going to look different, there is no doubt about it. The engineering firm that was hired by the previous board has recommended Cold Galvanized Steel Steps and Rails for low maintenance and extended replacement. (Rendering of stair plans was submitted to unit owner.)
- 16. Stairs: What is the current status of this project?** On Hold until insurance premium comes in on March 21<sup>st</sup>
- 17. Stairs: Are plans available for residents to view?** Plans were submitted to unit owner.
- 18. Stairs: How many contractors bid or have bid?** 3 were solicited. 1 responded.
- 19. Stairs: Why is galvanized steel the only option considered, when there are other materials including wood which meets flame spread and fire rated requirements under the IRC code for exterior stairs?** Wood will not last as long as any other product on the market - except aluminum.
- 20. What happened to Jeff that worked with Tim upstairs in the office. Does he still work here? If Jeff no longer works at the Trace, is his salary and benefits incorporated in the current budget?** Jeff works here. The second question is not applicable.

#### **Questions from the floor**

- 1. (Unit owner not identified.) The website was redesigned and I no longer see financials. Where are they located? Are they up to date? If not, why not? If they are not posted, when will they be posted?** They are posted with the Minutes. Tim will inquire as to adding a separate section on the Home Page of the ATCA website strictly for posting of Financials.
- 2. (Unit owner not identified.) If owners are asked to pay additional dues, what steps will be taken by the Board/Management to assist with cost saving measures? What belt tightening will occur?** All that would depend on the amount of increase.
- 3. Unit 406: With more people working at home and damage and slow repairs from AT&T/Cox, can the Association have fiber optics installed? Why can't we get regular waste pickup schedule.** Tim will ask AT&T & Cox about fiber optic. Tim has contacted IV Waste and Ramelli. Of the opinion that it's the nature of the business to not keep a schedule.
- 4. Unit 2202: Garbage service — If Tim is on vacation, who has authority to call about missed pick-up?** Members of the Board called to report missed pick-up.

**5. Unit 104: Is it possible to have a central location for garbage pick-up so trucks don't go into cul-de-sacs?** Board is cognizant of this issue. The Strategic Planning Committee will discuss.

**6. Unit 1204:**

- **Why was the last meeting not held?** Pastor forgot we had scheduled the meeting.
- **Why are committee members allowed to show their middle finger to owners?** It was suggested that the incident should be reported as soon as it happened. [Owner was asked in what Committee meeting this occurred; no response to the question.]
- **Harang lawsuit really cost us \$22,000?** It was \$2,500.

Meeting adjourned at 6:40pm.

*Sawese Bugbee*, Board Secretary (electronically signed)  
Unit 207

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