

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

MAY 24, 2023

Location: UNIT 502

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. Permits-Landscape Committee
- G. Strategic Planning Committee
- H. Social-Welcome Committee

IV. Old Business

V. New Business

- A. Soaker Hose Installation along living fence
- B. Unit 2605 Owner Request for Reimbursement of Deductible
- C. Unit 2401 Owner Request to utilize Pod storage onsite

VI. Comments and Announcements

VII. Adjournment

Next meeting date: June 7, 2023 (tentative)

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Wednesday, May 24, 2023

16th Meeting of the Fiscal Year 2022 – 2023

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

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

- I. **Call to Order** – Tina Jumonville called the meeting to order at 5:29pm at Unit 502 Audubon Trace.
- II. **Approval of Agenda**
- III. **Reports** –
 - A. **Property Manager** –
 - Hector Castro, a 12-year employee, has resigned his position for a better position, better pay and better benefits effective 5/25/23. We thank him for his service.
 - New Employee Search in progress.
 - Bldg. 10 (gates) and 2203/04 partition (divider) fence replacement still in progress.
 - Bldg. 20 still needs carpentry and painting work done.
 - Bldg. 9 fire update: architectural and engineering drawing to be submitted to Jefferson Parish Permitting Office this week.
 - 142 pool keys have been picked up by owners.
 - B. **President** – Tina Jumonville – no report at this time.
 - C. **Treasurer** – Stephanie Prunty – Budget Committee met three times to discuss various versions of 2023/24 budget (minutes attached).
 - D. **Legal Liaison** – Tina Jumonville moved to go into executive session regarding the Ketry matter. Stephanie Prunty seconded. Motion passed unanimously. The Board went into executive session at 6:17pm. Stephanie Prunty moved to go out of executive session. Gary Vincent seconded. Unanimously approved. Board exited executive session at 6:30pm.
 - E. **Communications** – Pat Williamson – a Summary of Survey results was distributed and discussed (attached). Also distributed was a copy of the May 1, 2011, Audubon Tracer with information regarding maintaining A/C units during the summer heat (attached).
 - F. **Permits-Landscape Committee** – Al Lafaye – 1 request was submitted:
 - Unit 803 request to install outdoor sound curtains, exterior soundproof panels, to the existing lattice fencing. Property Manager recommended against the panels as they were to be directly attached to existing lattice fencing which would limit maintenance of wooden fence. Stephanie Prunty moved to disallow the installation. Tina Jumonville seconded the motion. Motion passed unanimously.
 - G. **Strategic Planning Committee** – Stephanie Prunty – nothing at this time.
 - H. **Social-Welcome Committee** – Tina Jumonville – Meet and Mingle was well attended and people enjoyed the event.

IV. **Old Business** – nothing at this time.

V. **New Business** –

- A. **Soaker Hose Installation along living fence** – Property Manager not in favor of this. Board agreed.
- B. **Unit 2605 Owner's Owner Request for Reimbursement of Deductible** – Owner's water heater valve would not shut off causing water to overflow. Gary Vincent moved to not approve request as this is not the responsibility of ATCA. Stephanie Prunty seconded. Motion passed unanimously.
- C. **Unit 2401 Owner request to utilize Pod storage onsite** – Tina Jumonville moved to allow usage of a Pod over the weekend (Friday - Monday) and have it removed and stored until unit renovation complete, thereby freeing up parking spaces for the duration of renovation work. Pod storage on property is not allowed. Pat Williamson seconded the motion. Motion passed unanimously.

VI. **Comments and Announcements** – Nothing at this time.

VII. **Adjournment** – Tina Jumonville moved to adjourn. Stephanie Prunty seconded. Meeting adjourned at 6:58pm.

Next meeting date: June 7, 2023. (tentative)

Sawese Bugbee

(Electronically signed)
Sawese Bugbee, Board Secretary
Unit 207

SUMMARY OF COMMUNICATION COMMITTEE SURVEY RESPONSES BY TOPIC

Page #	Topic	Action	Comment
21	Accounting	Refer to S.P.	Go 100% computer for all accounting (gave info on some available Programs.)
5	Communications	Board	Concern about rumours and untruths being posted on Google Group
6	Communications	Board	Get rid of toxic Google Group
9	Communications	Board	More transparency from Board.
10	Communications	Refer to Tim	Please explain work order rejections. Stripe parking Lot (done)
13	Communications	Refer to Tim	Information on new sales and listings.
3	Communications	Board	More communications from Board.
13	Communications	Refer to Tim	Information on safety incidents when happen.
13	Communications	Refer to Tim	Montly newsletter (have weekly email blast)
15-16	Communications	Tim & Board	Send out letter about AC maintenance in Summer (see example)
2	Compliments	Social Committee	Love here, meet&mingle, more Christmas Joy
4	Compliments	Board	Happy with communications, seen improvement
8	Compliments	Board	Tim & Board excellent. Constant complainers should move.
13	Compliments	Board	Tim and crew are kind & helpful. All should work together for betterment with manager.
22	Elections	Elections Com	Voting should be one vote per unit - not square footage.
23	Elections	Elections Com	Allow Non-primary domicile owners to run for board.
3	Fence	Board	Replace Lattice Fence on East Side.
25	Fence	Board	Replace Lattice Fence at front and East
26	Fence	Board	Replace Lattice Fence at front and East
27	Fence	Board	Replace Lattice Fence at front and west.
28	Fence	Board	Replace Lattice Fence on East Side.
29	Fence	Board	Replace Lattice Fence on East Side.
6	FHA	Board	Do no renew FHA (note that this will make lending harder)
1	Garbage	Refer to S.P.	Add more dumpsters
17	Maintenance	Refer to Tim	Repair torn screens & clean gutters without a work order.
18	Maintenance	Refer to Tim	Tell workers not to throw cigarette butts on grounds.
27	Maintenance	Refer to Tim.	Screen missing and weeds grow through windowsill.
27	Maintenance	Refer to Tim.	Her Fence is moldy.
1	Maintenance	Refer to Tim	Leaf Blowers are noisy
7	Management	Board	Tim is great. Management company bad idea - less responsive.
20	Recycling	Refer to S.P.	Resume Recycling
6	Rentals	Refer to S.P.	Eliminate Rentals
14	Rentals	Refer to S.P.	Limit rental units (renters not know our by-laws).
24	Rules	Board	Enforce all rules.
1	Security	Refer to S.P.	More (Solar) Cameras with month of data
11	Security	Refer to S.P.	100% gated community. Pool Keys (done)
12	Security	Refer to S.P.	100% gated community.
19	Speeding	Refer to S.P.	Add speed bump by curve at Unit 2801.
1	WiFi	Refer to S.P.	Community WiFi
3	Windows	Refer to S.P.	New windows at owner's expense.
27	Windows	Refer to S.P.	New windows at owner's expense.

NOTES: Multiple comments on one page summarized by topic. S.P. denotes Strategic Planning Committee.

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AUDUBON TRACER

Volume 2011, Issue 2

May 1, 2011



Maintaining your a/c unit during the summer heat



This should be done every month while the unit is being used regularly:

Air conditioners may cool your body, but if you're not careful they can burn your pocketbook. To make sure your unit is running at its most efficient open it up for inspection. Immediately inside the air conditioner's grille, you'll find a filter, which should be cleaned monthly. Washable filters can be cleaned with soap and water, while paper filters should be replaced monthly, particularly if it's ripped or otherwise damaged. If this filter is not cleaned or replaced monthly the a/c unit will not be able to pull enough air over the coils and the unit will freeze up. Just behind the filter lie the evaporator fins, which frequently get layered with dust; simply vacuum them off. If your a/c unit is not serviced regularly the coils will get dirty and the unit will freeze over.

The inside unit has a overflow pan that collects between 3– 5 gallons of water per hour, depending on the humidity (a/c units cool your home by removing humidity from the air inside your unit), this pan needs to drain properly to avoid water overflowing onto the walls, floors and ceilings. To keep this drain line open and draining smoothly, owners can pour a cup of bleach into the pan or have you're a/c technician blow the line out.

The outside condensing unit can also freeze over if the coils are not cleaned regularly as well. Cleaning the coils can be by hosing down the coils on the outside unit, however if the coils are heavily caked with dirt an a/c technician may have to use a coil cleaning solution to loosen the dirt and (comb) scrap it out.

By servicing you a/c system regularly you will avoid flooding your unit as well as your neighbors

Tips for Lowering Your Central Air Conditioner's Energy Usage:

Set your thermostat at 78 F or higher. Each degree setting below 78 F will increase energy consumption by approximately 8%. Be careful, however, if your a/c is oversized the diminished run-time from raising the thermostat setting may result in too-high indoor humidity in some locations. Use bath and kitchen fans sparingly when the air conditioner is operating to avoid pulling warm, moist air into your home. Inspect and clean both the indoor and outdoor coils. The indoor coil in your air conditioner acts as a magnet for dust because it is constantly wet. Your a/c produces about 5 gallons of water an hour. Dirt build-up on the indoor coil is the single most common cause of poor efficiency. The outdoor coil must also be checked periodically for dirt build-up and cleaned if necessary. Have your a/c checked yearly for the correct refrigerant charge. The circulating fluid in your air conditioner is a special refrigerant gas that is put in when the system is installed. If the system is overcharged or undercharged with refrigerant, it will not work properly. You will need a service contractor to check the fluid and adjust it appropriately. Reduce the cooling load by using cost-effective conservation measures. For example, effectively shade east and west windows. When possible, delay heat-generating activities, such as cooking and dishwashing, until evening on hot days. Over most of the cooling season, keep the house closed tight during the day. Don't let in unwanted heat and humidity. Ventilate at night with fans.

ATCA Budget Committee
2022-2023 Term
First Meeting
Wednesday, May 15, 2023, 6:00 pm
Unit 2704

Members Present

Jason Calmes (603)
Rodney Lenfent (1608), Present over speakerphone
Teva Ostarly (2701)
Stephanie Prunty (2704), Chair, Board Member
Chris Sherwood (3624)

Members Absent

None

Others Present

Tim Munch, Property Manager

Actions

Tim to replace estimates with actuals when possible

Tim to investigate recent water bills

Tim to inquire into various effects of recent and prior loss of staff, including insurance, pay rates, and potential savings from using a property management company

Next Meeting

Monday, May 22, 2023, 6:00 pm
Unit 2704

Call to Order: 6:04 pm by Stephanie Prunty, Chair

All members have agreed to the Committee Code of Conduct.

Tim and Stephanie prepared an initial draft operating budget based on the prior year budget and estimated changes due to price changes, planned work, etc. This Budget was reviewed line-by-line and discussed by the Committee.

Other than explanation regarding what is included in various line items, discussion centered on insurance costs, water costs, and staffing costs.

- Water costs were projected to increase significantly by about \$30,000 per year. *Tim took an action to determine the basis for the increase.
- A worker recently submitted a two-week notice. This could affect insurance coverage as coverage may require a minimum membership. Tim will determine if pay rates may need to be adjusted for current and future employees due to market changes. Planned dates of work will change if the position is open for a while. Contract labor could offset delays. The question was asked if a property management company could provide a net cost savings. *Tim took an action to review these staffing items.
- Insurance costs increased significantly. This money was taken from reserves, as is typical, and paid back over the year. Due to the sudden increase in premium, a full payment would have left reserves too low entering the peak of hurricane season, as sufficient cash-on-hand is required in the event of a significant storm to tarp buildings and start repair work. As the peak of storm season is less than six months following the premium payment deadline, a portion of the premium was financed to maintain a safe level of cash. Discussion of how to avoid this and adequate reserve levels and funding was deferred to the next meeting.

Due to the increase in budget of over \$300,000, *Tim took an action to use actuals to sharpen estimates where reasonable.

Next Meeting was set for Monday, May 22, 2023, 6:30 pm at Unit 2701.

Stephanie Prunty motioned to adjourn the meeting at 7:42 pm. Teva Ostarly seconded, and the motion passed unanimously.

ATCA Budget Committee
2022-2023 Term
Second Meeting
Wednesday, May 22, 2023, 6:00 pm
Unit 2704

Members Present

Jason Calmes (603)
Rodney Lenfent (1608), Present over speakerphone
Teva Ostarly (2701)
Stephanie Prunty (2704), Chair, Board Member
Chris Sherwood (3624)

Members Absent

None

Others Present

Tim Munch, Property Manager

Actions

Stephanie to send Draft Budget for editorial review

Stephanie to present Draft Budget to Board at May 24 Board Meeting

Next Meeting

TBD

Call to Order: 6:02 pm by Stephanie Prunty, Chair

Tim and Stephanie shared a revised draft operating budget based on the initial draft and the updates relative to actuals. The overall change was small.

Tim's other actions were discussed.

- The water cost projection increase is due to increased water price, not increased volume, leaks, or the suppression of the Building 9 fire. The protection is valid.
- Staffing challenges will remain. Pay increase will not be budgeted but may be necessary. The property management company indicated that there will not be a cost savings by using their services.

Reserve budget was reviewed.

Upcoming governance approval costs will be included if necessary.

Stair replacement and increased reserve cash levels received extensive discussion.

- Stair replacement became a subject in 2021 when an engineering report was ordered by the Board that established the life of all 20 sets of stairs on the "Big Ten" as no longer than "Up to 5 Years." Temporary measures were taken to address issues noted by the report. The item was added to the reserve budget as a lump sum of \$500,000 in 2025-2026 but reserve funding was not increased. This left a projected \$286,253 in the account at the end of the year, with likely lower values during the fiscal year, which is inadequate to fund the insurance premium in a lump sum and avoid finance charges and also inadequate to address tarping of buildings (\$7500 per building following Ida). As some of the steps have been addressed and the majority of steps will pass the projected life in the engineering report in fiscal year 2023-2024, another study, costing approximately \$2000, may extend the timeframe to act. This would allow more gentle financial measures to be taken this year. Spreading the work over several years would likely lead to increased costs due to "batching" by the contractor. The funding can be gathered by increasing condo fees in advance, an assessment closer to the time of the work, or a combination of the two. Such an assessment would not be eligible for loss assessment coverage from Owners' insurance.
- Reserve funding levels and cash levels have been stable for several years. Increased insurance premiums and deductibles, along with increased material and contract labor costs, make current levels inadequate. Achieving an adequate level in a single year is not feasible, but some increase is necessary. Given the large increase in the operating budget, a smaller increase this year is more palatable. This funding levels can be increased in future years, particularly if the insurance premiums fall. An increase from \$175,000 to \$200,000 annual funding level was agreed upon as the recommendation to

the Board. The average condo fee increase due to this funding level change is \$8.79 per month per unit and more than \$12.33 per unit per month.

The Draft Budget, including Operations and Reserves, is projected at \$1,656,988.05. This is an increase of \$393,818.56 from \$1,263,169.49, driven largely by insurance and water cost increases.

The deductible buy-down from 10% to 5% of \$194,837.51 will be presented separately as a potential increase in condo fees for Board consideration.

The stair replacement cost, projected at \$750,000 total cost at this time, will be presented as a potential one year future increase in condo fees by unit. This will be reduced if it is implemented over several years. The monthly level will be multiplied by 12 to determine what the assessment level would be. The Board can consider funding this effort partially.

Next Meeting will be set if required.

Stephanie Prunty motioned to adjourn the meeting at 7:17 pm. Teva Ostarly seconded, and the motion passed unanimously.

**ATCA Budget Committee
2022-2023 Term
Third Meeting
Tuesday, May 30, 2023, 6:00 pm
Unit 2701**

Members Present

Jason Calmes (603)

Rodney Lenfent (1608)

Teva Ostarly (2701)

Chris Sherwood (3624)

Members Absent

Stephanie Prunty (2704), Chair, Board Member

Others Present

Tim Munch, Property Manager

Actions

Stephanie to present Revised Draft Budget and Recommendations to Board at upcoming Board Meeting

Next Meeting

None Planned

Call to Order: 6:07 pm by Teva Ostarly.

Teva presented two Revised Draft Budget options. The revisions were necessitated by a new regulations governing the sale of mortgages to government buyers that require a 5% Named Storm Deductible maximum for condominiums. This makes it a necessity to purchase the additional insurance policy for about \$195000 to cover from the 5% to the 10% level of the already purchased policy. To be clear, there was no lower deductible offered by the insurer. Eagan insurance is shopping for more favorable terms for the additional policy. Any savings would result in an additional small revision to the budget but would not require another Budget meeting.

As the insurance policy with significantly higher premium and the additional policy are both purchases from the 2022-2023 fiscal year, the overage is charged against reserves, leaving reserve level and allocation inadequate for entering hurricane season, paying for the 2024-2025 policy, and other accruals for future expenses, such as the looming step replacement. Thus, reserve levels need to increase independent of operations for 2023-2024.

One budget option is to increase condo fees by over 50%. This would improve reserve levels by the end of the budget year but would not improve cash levels appreciably during hurricane season requiring significant finance charges through the year.

The other budget option is to increase condo fees approximately 10% to improve reserve allocation in the long-term and issue an assessment to improve reserve levels in the short term. As each Board can only assess during this term, this Board would have to either assess the full amount, over \$500,000, with an average assessment of over \$2,000 and some over \$3,000 by June 30. A more palatable option would be to issue a small or no assessment and recommend the next Board issue the assessment, to be collected by the middle of hurricane season.

Discussion was primarily on the options and staff costs.

- ATCA is down to two staffers. One staff member recently quit due to receiving a job offer with improved pay and benefits. Thus, staff costs will be reduced while a replacement is sought or potentially through the year if a replacement is not sought. With reduced staff, work will slow down. To improve speed with reduced staff, contractors could be hired. Exploratory bids were received during the staff members 2-week notice period. The cost of labor for painting four buildings, as has been typical in recent years, significantly exceeds the cost of paying ATCA workers. This did not include the labor for carpentry and other ATCA staffer tasks that Owners, the Board, and Management value, such as pressure washing, cleaning gutters, and other miscellaneous tasks. The Board and Management will have to determine how to handle staffing in this market, as such considerations are beyond the scope of the Budget Committee.
- Employee benefits were discussed, particularly the idea of shifting some of the costs of healthcare benefits to the staff. Currently, 100% of the 2 staff members' health care

premiums are covered by ATCA. These policies are only for the workers. Family members and others can not be added. Shifting the cost to workers will effectively reduce their salary. Increasing salaries to compensate the workers for the shift will burden ATCA with increased payroll taxes. Therefore, the shift will either dock the employees' pay, cost ATCA more, or both. Additionally, staff wages have largely remained flat over time. This will require increasing salaries and an increasing payroll tax burden. It is, therefore, cheaper, to compensate the workers through the current benefit structure. The situation can be explored in more detail in the coming fiscal year.

- The two budget options both result in the same cost to Owners over the course of the 2023-2024 fiscal year. The increased condo fee option actually allows Owners to pay the money over the longest possible time frame. However, it leaves the Association with a cash problem. It also could have a chilling effect on buyers from outside Audubon Trace. Condo fees approaching \$1000/month at the high end can give the impression that this will persist and only go up. On the contrary, large increases are often followed with a series of decreases to a middle ground. Thus, the modest increase with an assessment gives the best impression to buyers and helps ATCA with its cash levels.
- The most recent assessment was for Ida. That assessment was significantly more, but it was also pursuant to a loss. Many Owners would then receive relief due to the Loss Assessment provision in their insurance if they had one. This assessment would not be eligible for such coverage. For that assessment, several months were given, and individual Owners worked with Management on a case-by-case basis when that schedule was burdensome. It was indicated that only a few Owners took advantage of extensions and that no one was penalized for such extensions. Many understood the need for the assessment.
- The most recent condo fee increase was for over 10%. This increase was met with praise by many who understood the rising costs could no longer be offset by things like increasing use of LED lights and other cost savings. A similar increase in similar conditions should be considered unreasonable.
- Insurance is an operating cost. The cost of insurance will be accurately reflected as such. The reason the reserves were charged was that the estimate from June 2022 fell short of the unprecedented increase due to market and regulatory changes. As this market is unstable and the subject of lawsuits, trying to estimate that cost is error prone, and over-estimates may result in over-collection of condo fees, which is something to be avoided. The approach of increasing reserves to prepare for dealing with the insurance market in March - June 2024 while paying for the increased cost in 2022-2023 is a reasonable plan.

The Committee finds both options acceptable but recommends the approximately 10% increase with the assessment ahead of the over 50% increase in condo fees.

Teva Ostarly motioned to adjourn the meeting at 7:37 pm. Rodney Lenfent seconded, and the motion passed unanimously.