

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

JULY 6, 2023

First Meeting of the Fiscal Year 2023 - 2024

Location: UNIT 502

I. Meeting called to order by Tina Jumonville at ____ p.m.

Board Members Present:

Management Present:

II. Election of Officers

- A. Secretary
- B. President
- C. Vice-President
- D. Treasurer
- E. One-Year Term
- F. Legal Liaison

III. Approval of the Agenda

IV. Establish Committee Chairs

- A. Permits
- B. Social-Welcome
- C. Communications
- D. Budget
- E. Strategic Planning

V. Old Business

- A. Board email address
- B. Handbook
- C. Unit 2605 Owner Request
- D. Unit 2001 Owner Request
- E. Election & Governance Committees (ad hoc)

V. New Business

- A. Board Resolution – Authorized Check Signers (President, Vice-President & Treasurer)
- B. Fines & Penalties
- C. Assessment

- D. Tax Sale Unit

- E. Future Board Meeting Dates
- F. Code of Conduct & Conflict of Interest Forms

VI. Comments and Announcements

VII. Adjournment

Next meeting date: July 26, 2023

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Thursday, July 6, 2023

1st Meeting of the Fiscal Year 2023 – 2024

Board members present: Stephanie Prunty, Tina Jumonville, Donna Bourg, Marcy Planer and Sawese Bugbee.

Board Members Absent: Pat Traina (proxy to Stephanie Prunty), Gary Vincent (proxy to Tina Jumonville).

Management present: Tim Munch, Property Manager.

- I. **Call to Order** – Tina Jumonville called the meeting to order at 5:30pm at Unit 502 Audubon Trace.

EXECUTIVE SESSION: Tina Jumonville moved to go into Executive Session regarding the Ketry matter. Stephanie Prunty seconded. Board entered Executive Session at 5:44pm. Tina Jumonville moved; Stephanie Prunty seconded to exit Executive Meeting. Board exited Executive meeting at 6:17.

- II. **Election of Officers** –

- A. **Secretary** – Sawese Bugbee on motion by Stephanie Prunty, seconded by Tina Jumonville – unanimous approval.
- B. **President** – Tina Jumonville on motion by Stephanie Prunty, seconded by Marcy Planer – unanimous approval.
- C. **Vice President** – Donna Bourg on motion by Stephanie Prunty, seconded by Tina Jumonville – unanimous approval.
- D. **Treasurer** – Stephanie Prunty on motion by Marcy Planer, seconded by Tina Jumonville – unanimous approval.
- E. **One Year Term** – Marcy Planer.
- F. **Legal Liaison** – Marcy Planer on motion by Stephanie Prunty, seconded by Tina Jumonville – unanimous approval.

- III. **Approval of the Agenda** –

- IV. **Establish Committee Chairs** –

- A. **Permits** – Donna Bourg, Chair. Sawese Bugbee, Co-Chair.
- B. **Social/Welcome** – Tina Jumonville, Chair. Pat Traina, Co-Chair.
- C. **Budget** – Stephanie Prunty, Chair. Gary Vincent, Co-Chair.
- D. **Strategic Planning** – Stephanie Prunty, Chair. Marcy Planer, Co-Chair.

- V. **Old Business** –

- A. **Board email address** – unanimous agreement to continue with the established email address.
- B. **Handbook** – because of time constraints, this was tabled for the next meeting.
- C. **Unit 2605 Owner Request** – this request was addressed at the last Board meeting. It was determined the faulty water heater valve malfunction is the responsibility of the owner and not that of ATCA. Property Manager will again address.
- D. **Unit 2001 Owner Request** – request for ATCA to re-landscape the side of her unit for proper drainage and for reimbursement of her deductible for water damage. Property

Manager will increase the size of the drainage trench. Any tree/hedge removal will be at the owner's expense.

- E. **Election and Governance Committees** (ad hoc) – Board agreed to continue these two ad hoc committees.

~~~~ Property Manager exited the meeting at 6:38pm. ~~~~~

VI. **New Business** –

- A. **Board Resolution – Authorized Check Signers (President, Vice-President & Treasurer)** Stephanie Prunty moved, and Tina Jumonville seconded that in addition to her and Tina Jumonville, to add Donna Bourg to have authority to sign checks and execute financial documents for and on behalf of the Association. Motion unanimously passed. (copy of Resolution attached) It was noted that any amounts of \$10,000.00 require two (2) signatures. Stephanie and Donna will meet with the bank representative to complete new signature cards.
- B. **Fines and Penalties** – Tina Jumonville moved, Stephanie Prunty seconded the motion to let the current fines stay the same as last year: Late Fees, \$25. Rules violation, \$25 minimum. Failure to obtain resale certificate, \$25 minimum.
- C. **Assessment** – Stephanie Prunty presented the need for an assessment to reimburse the Association for the property insurance premium increase for the 2023-2024 policy period as well as the cost of the premium to buy down the property insurance deductible to 5%. The combined cost of these two premium increases total \$528,657.00. Motion was made by Stephanie Prunty and seconded by Tina Jumonville to adopt the assessment charge of \$528,657.00 effective July 6, 2023. The motion unanimously passed. After discussion it was agreed that owners will have until November 15, 2023, to pay the assessment in full. Owners can pay the assessment in installments, without any late fees or fines, provided payment in full is made by November 15, 2023. If an owner requires other financial arrangements, please contact the Property Manager no later than August 15, 2023. Property Manager will send out updated spreadsheet of assessment payments for each unit.
- D. **Tax Sale Unit** – Unit 1601 is in succession and is now up for a tax sale. Property Manager to contact Mark Landry to get more detail on the proceedings to be able to file an updated lien on the unit. Last lien is dated March 2022.
- E. **Future Board Meeting Dates** – last Wednesday of the month.
- F. **Code of Conduct and Conflict of Interest Forms** – Stephanie Prunty asked each new member to sign and return to the Property Manager as soon as possible, the Conflict of Interest and Code of Conduct forms.

VII. **Comments and Announcements** – nothing at this time

- VIII. **Adjournment** – Tina Jumonville moved to adjourn. Stephanie Prunty seconded. Motion passed unanimously. Meeting adjourned at 7:45pm.

Next meeting date: July 26, 2023.

*Sawese Bugbee*

(Electronically signed)  
Sawese Bugbee, Board Secretary  
Unit 207

**DATE: July 6, 2023**

**Parish of Jefferson**

**State of Louisiana**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.**

**A meeting of the Board of Directors of the Audubon Trace Condominium Association Inc. was held on July 6, 2023, at the domicile of the Association in the Parish of Jefferson, State of Louisiana, after due notice, with the requisite quorum of Board members present and voting. At said duly noticed meeting, the following Resolution was unanimously adopted.**

**BE IT RESOLVED that the duly elected members of the Board of Directors of the Audubon Trace Condominium Association Inc. (hereafter "the Association"), did approve by a vote of 7-0 that the Following officers of the Board for the fiscal year 2023-2024, said fiscal year starting on July 1, 2023 and ending on June 30, 2024, shall be and are authorized to sign checks and execute financial documents for and on behalf of the Association.**

**Board President: Tina Jumonville**


**Board Vice President: Donna Bourg**

**Board Treasurer: Stephanie Prunty**

**THEREFORE, the Board of Directors of the Audubon Trace Condominium Association Inc., as confirmed by the signature affixed below, hereby authorize the following additions:**

1. That the Board President for the fiscal year 2023-2024 Tina Jumonville,  
Shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association.
2. That the Board Vice President for the fiscal year 2023-2024, Donna Bourg,  
Shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association.
3. That the Board Treasurer for the fiscal year 2023-2024, Stephanie Prunty,  
Shall be and is authorized to sign checks and execute financial documents for and on behalf of the Association.

Signed in Jefferson Parish, Louisiana on the 6th day of July 2023, as  
Follows:

  
\_\_\_\_\_  
Sara Bugbee, Board Secretary  
Unit 207

**AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.  
4117 SOUTH DRIVE  
JEFFERSON, LA 70121**

**July 7, 2023**

**The Audubon Trace Board of Directors unanimously approved on July 6, 2023, an assessment in the amount of \$ 528,657.00. This assessment is to reimburse the Association for the property insurance premium increase and the premium for the named storm deductible buydown.**

**Attached is your assessment amount by unit. Owners have until November 15, 2023, to pay the assessment in full. After November 15, 2023, normal collection procedures, including late fees, will apply. If an owner requires other financial arrangements, please contact the Property Manager no later than August 15, 2023.**

**Thank you for your cooperation.**

**Audubon Trace Board of Directors**

| SCHEDULE OF PERCENTAGE INTEREST AND OBLIGATION                    |       |              |      |      |      |      |      |         |          |         |            | \$528,657.00 |
|-------------------------------------------------------------------|-------|--------------|------|------|------|------|------|---------|----------|---------|------------|--------------|
| INSURANCE SPECIAL ASSESSMENT FOR JULY 6, 2023 - NOVEMBER 15, 2023 |       |              |      |      |      |      |      |         |          |         |            |              |
| UNIT                                                              | # OF  | UNIT NUMBERS |      |      |      |      |      | SO. FT. | Total    | PERCENT | PER UNIT   |              |
| TYPE                                                              | UNITS |              |      |      |      |      | AREA | Sq. Ft. | INTEREST | PAYMENT |            |              |
| A-I                                                               | 26    | 102          | 902  | 1003 | 1104 | 2601 | 2606 | 1330    | 34580    | 0.392   | \$2,072.34 |              |
|                                                                   |       | 103          | 903  | 1004 | 2002 | 2602 |      |         |          |         |            |              |
|                                                                   |       | 104          | 904  | 1101 | 2003 | 2603 |      |         |          |         |            |              |
|                                                                   |       | 105          | 1001 | 1102 | 2004 | 2604 |      |         |          |         |            |              |
|                                                                   |       | 106          | 1002 | 1103 | 2005 | 2605 |      |         |          |         |            |              |
| A-II                                                              | 4     | 101          | 901  | 1105 | 2001 |      |      | 1350    | 5400     | 0.398   | \$2,104.05 |              |
| B-I                                                               | 2     | 205          | 206  |      |      |      |      | 1242    | 2484     | 0.366   | \$1,934.88 |              |
| B-II                                                              | 50    | 201          | 1204 | 1605 | 1806 | 2207 | 2406 | 1288    | 64400    | 0.379   | \$2,003.61 |              |
|                                                                   |       | 202          | 1205 | 1606 | 1807 | 2208 | 2407 |         |          |         |            |              |
|                                                                   |       | 203          | 1206 | 1607 | 1808 | 2209 | 2408 |         |          |         |            |              |
|                                                                   |       | 204          | 1207 | 1608 | 2201 | 2210 | 2409 |         |          |         |            |              |
|                                                                   |       | 207          | 1208 | 1801 | 2202 | 2401 | 2410 |         |          |         |            |              |
|                                                                   |       | 208          | 1601 | 1802 | 2203 | 2402 |      |         |          |         |            |              |
|                                                                   |       | 1201         | 1602 | 1803 | 2204 | 2403 |      |         |          |         |            |              |
|                                                                   |       | 1202         | 1603 | 1804 | 2205 | 2404 |      |         |          |         |            |              |
|                                                                   |       | 1203         | 1604 | 1805 | 2206 | 2405 |      |         |          |         |            |              |
| C-I                                                               | 24    | 303          | 405  | 704  | 1502 | 1702 | 2505 | 1572    | 37728    | 0.463   | \$2,447.68 |              |
|                                                                   |       | 305          | 501  | 707  | 1503 | 2301 | 2701 |         |          |         |            |              |
|                                                                   |       | 401          | 601  | 804  | 1504 | 2302 | 3104 |         |          |         |            |              |
|                                                                   |       | 404          | 604  | 1501 | 1701 | 2502 | 3105 |         |          |         |            |              |
| C-II                                                              | 25    | 301          | 701  | 1302 | 1903 | 2702 |      | 1642    | 41050    | 0.484   | \$2,558.70 |              |
|                                                                   |       | 302          | 705  | 1401 | 1904 | 2703 |      |         |          |         |            |              |
|                                                                   |       | 304          | 706  | 1404 | 2103 | 2704 |      |         |          |         |            |              |
|                                                                   |       | 406          | 803  | 1405 | 2104 | 2801 |      |         |          |         |            |              |
|                                                                   |       | 502          | 1301 | 1406 | 2501 | 3103 |      |         |          |         |            |              |
| D-I                                                               | 6     | 402          | 703  | 801  | 1703 | 2503 | 2802 | 1935    | 11610    | 0.570   | \$3,013.34 |              |
| D-II                                                              | 20    | 403          | 603  | 1403 | 2101 | 2504 |      | 2005    | 40100    | 0.591   | \$3,124.36 |              |
|                                                                   |       | 503          | 702  | 1704 | 2102 | 2803 |      |         |          |         |            |              |
|                                                                   |       | 504          | 802  | 1901 | 2303 | 3101 |      |         |          |         |            |              |
|                                                                   |       | 602          | 1402 | 1902 | 2304 | 3102 |      |         |          |         |            |              |
| E                                                                 | 28    | 2921         | 3022 | 3223 | 3324 | 3521 | 3922 | 1630    | 45640    | 0.480   | \$2,537.55 |              |
|                                                                   |       | 2922         | 3023 | 3224 | 3421 | 3522 | 3923 |         |          |         |            |              |
|                                                                   |       | 2923         | 3024 | 3321 | 3422 | 3523 | 3924 |         |          |         |            |              |
|                                                                   |       | 2924         | 3221 | 3322 | 3423 | 3524 |      |         |          |         |            |              |
|                                                                   |       | 3021         | 3222 | 3323 | 3424 | 3921 |      |         |          |         |            |              |
| F                                                                 | 28    | 2911         | 3012 | 3213 | 3314 | 3511 | 3912 | 1018    | 28504    | 0.310   | \$1,638.84 |              |
|                                                                   |       | 2912         | 3013 | 3214 | 3411 | 3512 | 3913 |         |          |         |            |              |
|                                                                   |       | 2913         | 3014 | 3311 | 3412 | 3513 | 3914 |         |          |         |            |              |
|                                                                   |       | 2914         | 3211 | 3312 | 3413 | 3514 |      |         |          |         |            |              |
|                                                                   |       | 3011         | 3212 | 3313 | 3414 | 3911 |      |         |          |         |            |              |
| G                                                                 | 12    | 3611         | 3613 | 3711 | 3713 | 3811 | 3813 | 1078    | 12936    | 0.317   | \$1,675.84 |              |
|                                                                   |       | 3612         | 3614 | 3712 | 3714 | 3812 | 3814 |         |          |         |            |              |
| H                                                                 | 12    | 3621         | 3623 | 3721 | 3723 | 3821 | 3823 | 1230    | 14760    | 0.362   | \$1,913.74 |              |
|                                                                   |       | 3622         | 3624 | 3722 | 3724 | 3822 | 3824 |         |          |         |            |              |