

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

AUGUST 30, 2023

Location: UNIT 3011

**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. Vice-President
- F. Permits Committee
  - (1) Unit 104 Owner Request for tree removal
- G. Governance Committee
- H. Elections Committee
- I. Strategic Planning Committee
- J. Social-Welcome Committee

**IV. Old Business**

- A. Owner Information Sheet
- B. Non-owner Communications
- C. Status of Handbook

**V. New Business**

- A. Resale Certificates – Fines
- B. Association vs. Owner Responsibility – Insurance Coverage
- C. Proposed Date for Open Board Meeting (October/November 2023)

**VI. Comments and Announcements**

**VII. Adjournment**

Next meeting date: September 27, 2023

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

Wednesday, August 30, 2023

**3rd Meeting of the Fiscal Year 2023 - 2024**

Board Members Present: Gary Vincent, Pat Traina, Marcy Planer, Donna Bourg, Stephanie Prunty, and Tina Jumonville

Board Member Absent: Sawese Bugbee (proxy to Tina Jumonville)

Management Present: Tim Munch, Property Manager, and Jeff Adams, Assistant Property Manager

**I. Call to Order** - Meeting called to order by Tina Jumonville at 5:32 p.m.

**II. Approval of the Agenda**

**III. Reports**

**A. Property Manager –**

\* **Building 9** Fire Repairs continue.

Damaged roofs for units 902, 903 and 904 removed to allow replacement of all damaged tops, wall plates and walls.

\* Unit 901 roof and decking to be replaced to bring up to code

\* Building 9 roof will be fortified (use of find shank nails, “H” clips, hurricane straps, etc.; 5/8” roof deck, instead of 1/2”)

\* **Building 20** - repairs and painting in progress

\* **Units 2203 & 2204** - Fencing has been completed

**B. President –** no report at this time

*Matt Roger, ATCA CPA arrived at 5:42 p.m. Discussion of draft financial statement and ETA of audit; Matt Roger departure from meeting - 5:59 p.m.*

**C. Treasurer –** Review of balance sheet, account balances, separate account for Building 9 and special assessment. Budget vs. Actual report forthcoming.

**D. Legal Liaison –** Marcy Planer moved to go into Executive Session to discuss collection of delinquent fees. Pat Traina seconded. The Board entered Executive Session at 6:39 p.m. Tina Jumonville moved to exit Executive Session. Gary Vincent seconded. The Board exited Executive Session at 6:51 p.m.

**E. Vice-President –** Will meet with Property Manager weekly; will discuss landscape policy and present to the Board; suggested website calendar update to include Board and Committee meetings; reintroduce gazebo meetings; possibility of re-establishing a community newsletter to be accessed on the association website.

**F. Permits Committee -** Arborist stated that the tree in question (Unit 104 Owner Request for tree removal) is healthy and should not be removed.

- G. Governance Committee** – Bylaws should be finalized by next Board meeting. Revisiting term limits and standards of Bylaws to ensure that they are no narrower than those of the State of Louisiana.
  - H. Elections Committee** – Nothing to report at this time
  - I. Strategic Planning Committee** – Committee focus on trash, software (reviewing proposals), and staffing. Vision & Mission Statement to be submitted at next Board meeting.
  - J. Social-Welcome Committee** – Meet & Mingle tentative for 9/17 depending on heat. Members are distributing welcome packets to new owners.
- IV. Old Business**
- A. Owner Information Sheet** – Property Manager will distribute to all owners (hand delivery)
  - B. Non-owner Communications** – topic labeled
  - C. Status of Handbook** – remains in “draft” form. Governance Committee will review after By Laws and Declaration have been addressed.
- V. New Business**
- A. Resale Certificates** - Required by the State of Louisiana and are the seller’s responsibility. No fines have been issued for non-compliance. Two units submitted in 2023.
  - B. Association vs. Owner Responsibility** – Insurance Coverage – condominium documents contain description in the “Definitions” section.
  - C. Proposed Date for Open Board Meeting** - October – possible gazebo meeting; November for Open Board Meeting. Tim Munch will confirm the availability of the Thomas C. Laughlin, Jefferson Senior Center.
- VI. Comments and Announcements** - Nothing at this time.
- VII. Adjournment** - Tina Jumonville moved to adjourn the meeting. Pat Traina seconded. The meeting was adjourned at 7:47 p.m.

Next meeting date: September 27, 2023

*Tina Jumonville*

(Electronically signed)

**Tina Jumonville, Board President, Unit 502 (obo Sawese Bugbee)**