

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

Monday, January 15, 2024

Members Present:

Management Present:

- I. Call to Order
- II. Reports
 - A. Property Manager
 - B. Treasurer
- III. New Business
 - A. Unit 3723 email to the Board
 - B. Unit 2001 Drainage issue
 - C. Unit 1404 email to the Board
 - D. Unit 1904 email to the Board
 - E. Trash on Curb Policy
 - F. Integrity Measures Policy
 - G. Hiring Engineering Firm to re-evaluate stairs
 - H. Agenda for Open Meeting
- IV. Adjournment

Next meeting date: January 24, 2024 – Open Board

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Monday, January 15, 2024

10th Meeting of the Fiscal Year 2023 – 2024

Board members present: Stephanie Prunty, Gary Vincent, Jason Calmes, Becky Wollman and Sawese Bugbee.

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

- I. **Call to Order** – Gary Vincent called the meeting to order at 5:03pm at Unit 2704 Audubon Trace.
- II. **Reports** –
 - A. **Property Manager** – Attached
 - B. **Treasurer** – Stephanie Prunty – Report for the six months ended 12/31/23 was presented and discussed. Report and financials attached.
- III. **New Business** –
 - A. **Unit 3723 email to the Board** – Request for accounting of cost of rebuilding Building 9 and final accounting of Ketry lawsuit. Tim has sent a reply to the owner addressing building 9 as well as referring owner to the letter from the attorney that was sent to all owners addressing the lawsuit.
 - B. **Unit 2001 drainage issue** – Tim said trench along the building has been cleaned. Also, a bid to address the issue has been received along with some other areas that need to be addressed at a cost of approximately \$16,000. This will have to wait at least until March when we know the cost of the property insurance renewal premium.
 - C. **Unit 1404 email to the Board** – request is for total cost in legal fees in the Ketry lawsuit. Owner was referred to the Attorneys' Letter which was distributed to all owners.
 - D. **Unit 1904 email to the Board** – request for clarification on their account. The issue was referred to Property Manager and he has been in touch with them.
 - E. **Trash on Curb Policy** – Jason Calmes proposed a policy for timing of trash on the curbs. Board discussed changing the time from 5pm the night before pickup day to a later time to avoid trash pile-up especially on Sundays when open houses are conducted. Tim to include in his weekly email blast. Trash on curb policy attached.
 - F. **Integrity Policy** – Jason Calmes proposed an Integrity Policy for the Board of Directors. Jason moved to accept the Integrity Policy as discussed to be effective 1/15/24. Stephanie Prunty seconded the motion. Motion passed unanimously. Integrity Policy attached.
 - G. **Hiring of Morphy, Makofsky, Inc.** – Jason Calmes opened for discussion hiring the original engineers to inspect the big 10 stairs. The stairs were assessed 3 years ago showing at most 2 years of useful life remaining. The current state of the stairs needs to be determined to help with budgeting this spring. Becky Wollman moved to approve the hiring of Morphy, Makofsky, Inc. for a second inspection at a cost of \$1,750. Jason Calmes seconded the motion. Motion passed unanimously. Stairs report attached.
 - H. **Open Meeting Agenda** – Gary Vincent presented a draft of the proposed agenda and protocol for the Open Meeting scheduled for January 24, 2024.

IV. **Adjournment** – Sawese Bugbee moved to adjourn. Stephanie Prunty seconded. Motion passed unanimously. Meeting adjourned at 6:45pm.

Next meeting date: **January 24, 2024 – Open Board**

Sawese Bugbee

(Electronically signed)

Sawese Bugbee, Board Secretary, Unit 207

ADDENDUM

Resignation of Board Member

By email – Gary Vincent moved to accept the resignation of Donna Bourg, per her email of January 3, 2024, and to send her an email from the Board thanking her for her contributions to the Audubon Trace community while serving as a Board member and on the Governance and Strategic Planning Committees. Stephanie Prunty seconded the motion. Unanimously passed.

Property Manager Report – January 2024

- Bldg. 9 Repairs – Last building item to address is electrical Panel Box in unit 901. This should be completed the week of January 15th. Once the 901 electrical feed line is installed, Jefferson Parish Permit Office will be able to come out and complete their building inspections and release the units to the owners so they can begin construction. Lattice Fence replacement is still yet to be done. Materials have been purchased and are currently being milled, primed, and painted.
- Building 7 painting continues. These building are coming up, 26, 13, 8, 15, Office.
- Reminder to owners about using their fireplace this winter, please be sure to have it inspected and cleaned. There is no way to know when the last time some unit's fireplaces were used, inspected, or cleaned. Firewood should not be stored in the common elements.
- Owners have been advised that outside pipes have been wrapped. If you see where yours has not, please notify the management office. Temperatures will be below freezing Tuesday and Wednesday Night. Running a pencil thin stream of water **inside your unit** might be a good idea. **DO NOT RUN OUTSIDE FAUCET.**
- Jefferson Parish Drainage Dept has been notified and is aware of drainage sinkhole in the parish servitude beside unit 701. No info on when they plan on doing that repair.
- Our street, sidewalk, and driveway repairs are on hold, along with tree removal and anticipated tree/shrub plantings pending property insurance increase in March.

January 15, 2024

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.

TREASURER'S REPORT FOR THE SIX MONTHS ENDED 12/31/2023

For the six months ended 12/31/2023 Expenses exceed revenues by \$30854.89. (deficit).

This is due to two budget line items:

1. CPA audit fees paid was \$18000 for three years of audit reports. The budget amount was \$6000. This is a timing difference as the cost of the prior year reports were included in previous budgets.
2. The water bill actuals for this six- month period is \$ 70310.79. Budgeted amount is \$45000. Our total water bill for the previous year was \$90000. Therefore, budgeted cost for six months was \$45000. This creates a budget overage of \$25310.79. Property Manager reviewed the usage- which was substantially up for July, September, and November due to the excessive drought we are currently experiencing.
3. The note to Eagan Insurance for the insurance deductible buydown is paid in full. The note for the commercial insurance has one payment of \$28000 remaining. That payment will be made in January of 2024.
4. \$ 450,000 has been transferred from our savings account to the brokerage account. We currently have \$1,064,000 invested at a 5% interest earnings rate. This amount will be needed in late March of 2024 to pay our property insurance premium for next year.
5. Building 9 (fire building) is near completion. Once done and passed to the owners for their interior work a recap of the building 9 insurance proceeds and expenses will be completed and distributed to the owners. Based on current financial information no assessment will be forthcoming to the owners for any costs associated with the rebuilding of building 9.
6. Due to the Ketry litigation settlement Audubon Trace will be fully reimbursed for costs related to the litigation.
7. Update on Insurance Assessment. Owners had until November 15, 2023, to pay their insurance assessment. As of this date 33 owners have not paid their insurance assessment for a total due of \$73,570.93. All owners who are delinquent on dues and assessments are subject to late fees and our normal collections processes which include the suspension of utilities and the filing of liens. This process is ongoing.
8. Update on upcoming property insurance and buydown insurance that will be due in March of 2024. Although we do not know the premium as of this date it is anticipated that our insurance premium will increase by 15% (just an estimate) mostly due to an increase in the insurable value of our property. Therefore, a similar assessment for insurance is anticipated in March of 2024. The budget committee and Property Management will meet to discuss this further.

Audubon Trace Condominium Association, Inc.
Balance Sheet
 As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Carter Credit Union Bank	2.64
Cash -Reserve Investments	
Cetera Flex Insured	614,434.44
Total Cash -Reserve Investments	614,434.44
Cash Svgs Reserve 5930	405,573.79
Petty Cash	790.93
Special Assessment Account IDA	13,569.38
Whitney National Bank	300,440.63
Total Checking/Savings	1,334,811.81
Accounts Receivable	
Accounts Receivable	101,484.11
Total Accounts Receivable	101,484.11
Other Current Assets	
Prepaid Insurance	255,002.19
Total Other Current Assets	255,002.19
Total Current Assets	1,691,298.11
Fixed Assets	
Accum Dep - Bldg & Imp - Tax	-51,510.50
Accum Dep - Furniture/Fixtures	-10,052.82
Building	62,511.00
Furniture/Fixtures/Equipment	22,884.40
Total Fixed Assets	23,832.08
TOTAL ASSETS	1,715,130.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Rev Insur Assmt 2023	264,804.29
Note Eagan Insurance	27,907.10
Total Other Current Liabilities	292,711.39
Total Current Liabilities	292,711.39
Total Liabilities	292,711.39
Equity	
Provision For Reserves	1,025,051.64
Reserve-Current Year	
Reserve Fund Income	
Current Year Reserve Income	150,000.00
Total Reserve Fund Income	150,000.00
Total Reserve-Current Year	150,000.00
Reserve Fund Expenses	
Driveways/Streets	-64,200.00
Total Reserve Fund Expenses	-64,200.00
Retained Earnings	258,953.25
Net Income	52,613.91
Total Equity	1,422,418.80
TOTAL LIABILITIES & EQUITY	1,715,130.19

Audubon Trace Condominium Association, Inc.

01/15/24

Profit & Loss

Accrual Basis

July through December 2023

	<u>Jul - Dec 23</u>
Ordinary Income/Expense	
Income	
Dues	
Insurance Assessment	264,804.24
Dues - Other	555,769.74
Total Dues	<u>820,573.98</u>
Other income	
Dues Adjustments	13.51
Other Income - Other	0.00
Total Other Income	<u>13.51</u>
Total Income	<u>820,587.49</u>
Gross Profit	820,587.49
Expense	
Administration	
Automobile	
Repairs	1,265.28
Truck and Equipment Gas	1,343.70
Total Automobile	<u>2,608.98</u>
Bookkeeping	10,500.00
CPA Audit/Taxes	18,000.00
Dues and Subscriptions	385.00
Office Equipment Maintenance	240.00
Office Phone	
Alarm Service	389.00
Internet Service	662.99
Office Business Phone	2,659.52
Total Office Phone	<u>3,711.51</u>
Office Supplies	1,722.12
Payroll Expenses	
Employee Benefits	
Dental Ins	615.48
Health Insurance	19,123.14
Lunches	473.47
Total Employee Benefits	<u>20,212.09</u>
Payroll Processing Fees	874.70
Total Payroll Expenses	<u>21,086.79</u>
Payroll Tax Expenses	
Federal Unemployment Tax	42.00
Medicare	1,909.81
Social Security	8,166.13
State Unemployment Tax	6.93
Total Payroll Tax Expenses	<u>10,124.87</u>
Postage	34.24
Professional Fees	
Legal Fees	3,845.00
Total Professional Fees	<u>3,845.00</u>
Special Events	136.64
Wages & Labor	
Employee Bonus	4,146.22
Hourly Wages- Staff	60,499.70
Salaries - Admin.	67,065.70
Total Wages & Labor	<u>131,711.62</u>
Website Expense	299.94

8:58 AM

Audubon Trace Condominium Association, Inc.

Profit & Loss

July through December 2023

01/15/24

Accrual Basis

	Jul - Dec 23
Total Administration	204,406.71
Bank Service Charges	-9.01
Interest Exp- Eagan Insurance	7,249.75
Operating Expenses	
Contracts	
Grass Cutting	29,248.00
Landscape Maintenance	
Bedding, Maintenance	980.00
Tree Removal	0.00
Total Landscape Maintenance	980.00
Pest Control	3,300.00
Pest Control-Termite	11,391.80
Trash Removal	
Curbside Waste Disposal	12,081.36
Dumpster Service	5,687.18
Total Trash Removal	17,768.54
Total Contracts	62,688.34
Insurance	
Auto Insurance	3,124.02
Commercial Umbrella (\$10 mil)	2,951.52
Crime/Directors & Officers	479.52
Deductible Buydown	94,349.22
Flood	29,217.00
General Liability Policy	10,697.88
Property Commercial	318,953.70
Workman's Comp	-849.00
Insurance - Other	300.00
Total Insurance	459,223.86
Maintenance & Repairs	
Appliance/Equipment	63.33
Lumber & Construction	20,197.07
Plumbing	6,005.00
Pool Supplies and Maintenance	8,389.08
Roof Repairs	1,050.00
Tools	497.91
Maintenance & Repairs - Other	19.41
Total Maintenance & Repairs	36,221.80
permits & fees	25.52
Utilities	
Electric	11,324.62
Water	70,310.79
Total Utilities	81,635.41
Total Operating Expenses	639,794.93
Total Expense	851,442.38
Net Ordinary Income	-30,854.89
Other Income/Expense	
Other Income	
Ins Proceeds- Fire- Bldg 9	415,209.84
Interest Income	
Interest Savings	6.05
Total Interest Income	6.05
Total Other Income	415,215.89
Other Expense	
Bldg 9 Fire Expense	331,717.04
Void	0.00

8:58 AM
01/15/24
Accrual Basis

Audubon Trace Condominium Association, Inc.
Profit & Loss
July through December 2023

	Jul - Dec 23
W/O of old accounts	30.05
Total Other Expense	331,747.09
Net Other Income	83,468.80
Net Income	<u>52,613.91</u>

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Trash-on-Curb Time

Part of the difficult discussions over the years about Trash is the aesthetic problem. It looks bad when the trash is piled up. When the trash is allowed to be placed on the curb is a factor we can control.

The trash-on-curb time has been “at 5:00 pm or after the day before a scheduled pick-up.”

A potential alternative is “at dusk or after the day before a scheduled pick-up.”

This would help especially on Sundays when it gets dark later, which can affect visits, open houses, and social gatherings. The change would be easy to implement, has no financial cost, and would affect aesthetics positively, though it would reduce the number of hours available to put trash curbside.

This, of course, would in no way affect the issues raising from a delayed pickup.

Owners could be asked to share their preference and reasoning for their preference.

Integrity Policy

- All Board Decisions - All Board decisions shall be recorded in the applicable Meeting Minutes.
- Property Manager Decisions Related to Owners - Any Property Manager decision related to an Owner or Resident request that involves ATCA resources or rules shall be:
 - a. Documented in writing by the Property Manager, and
 - b. Acknowledged by Requestor or Requestors with respect to correctness of the re-statement of the request and the receipt of the response, and
 - c. Shared with all Owners and made available on the ATCA website
- Significant Expenditures by Property Manager - The Property Manager shall give notice in writing to the Board of incurring expenses, or the decision to incur expenses, that meet at least one of the following:
 - a. Exceeds 10% of the applicable budget line item
 - b. Leaving 10% or less of the applicable budget line item
 - c. At least \$10000
 - d. At least \$1000 and is Associated with a single Unit, single Building, single request, or a similar set of requests.

The Property Manager shall inform the Board by or at the next Board Meeting or within two weeks, whichever is sooner. The Board shall inform Owners of these notices in the applicable Meeting Minutes.

- Significant Expenses by Property Manager and The Board - The Property Manager shall request authorization from the Board prior to incurring expenses that meet at least one of the following:
 - a. At least 25% of the applicable budget line item
 - b. Create an overage of applicable budget line item
 - c. At least \$25000
 - d. At least \$2500 and is Associated with a single Unit, single Building, single request, or a similar set of requests
 - e. No budget line item is applicable

The Board shall inform Owners of all new requests, all open requests, and all decisions on requests in the appropriate Meeting Minutes.

