

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

Wednesday, February 28, 2024

Members Present:

Management Present:

- I. Call to Order

- II. Reports
 - A. Property Manager
 - B. Budget – Open Meeting
 - C. Legal
 - D. Governance
 - E. Elections
 - F. Strategic Planning

- III. Old Business
 - A. Big 10 Step Replacement

- IV. New Business
 - A. Unit 2210 letter to Board (Assessments/Fees)
 - B. Unit 3513 letter to Board (Garbage)
 - C. Unit 301 request
 - D. Planned Work List
 - E. Building Maintenance Survey
 - F. Landscaping Plan

- V. Adjournment

Next meeting date: March 18, 2024

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Wednesday, February 28, 2024

11th Meeting of the Fiscal Year 2023 – 2024

Board members present: Gary Vincent, Stephanie Prunty, 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 5:58pm at Unit 2704 Audubon Trace.

- II. **Reports** –
 - A. **Property Manager** – Attached
 - B. **Budget – Open Meeting** – Jason Calmes – reported some of the items discussed in committee:
 - Staffing – possible contracting out painting and pressure washing services
 - Rotation of building work
 - Insurance policy – needs to be binded on 3/20/2024 – old buydown policy still in effect till May.
 - Scheduling another Budget meeting next week
 - Probable assessment in March, due June 30, 2024
 - Schedule open meeting on Insurance
 - Schedule separate meeting for budget in May 2024
 - C. **Legal** – Gary Vincent moved to enter Executive Session; Jason Calmes seconded. Board entered Executive Session at 6:50pm to discuss Unit 104 and Building 9. Becky Wollman moved to exit Executive Session; Stephanie Prunty seconded. Board exited Executive Session at 7:10pm.
 - Stephanie Prunty moved to have ATCA attorney respond to letter from Units 902 & 903. Jason Calmes seconded. Motion carried unanimously.
 - **Unit 104** – Jason Calmes moved to remove sycamore tree and stumps. Stephanie Prunty seconded. Motion passed unanimously. As soon as possible, sycamore tree will be removed along with two stumps. If after removal, the tree is deemed to have been safe, the cost of removal will be assessed to Unit 104. All other stumps on the property will be removed at the same time. (If a stump was the result of owner's removal of a tree, that owner will be assessed for the cost of stump removal.) Tim is to send out a message to all owners that they are not to communicate directly with any ATCA contractor or employee concerning any issue or concerns they might have concerning official ATCA business.
 - D. **Governance** – Last meeting went well. Discussed the ballots. Will be mailed out at the end of March.
 - E. **Elections** – Committee met with Matt Roger to discuss the ballots. Ballots will go out in May.
 - F. **Strategic Planning** – Nothing to report at this time.

III. Old Business –
A. Big 10 Step Replacement – Initial report that was done, did not factor in routine maintenance. New report will have updated life because of maintenance and repairs that have been done. Report is expected in March in time to help with the 2024-2025 Budget.

IV. New Business –

A. Unit 2210 letter to the Board (Assessment/Fees) – Updated report will be generated 3/15/24. Fees are assessed according to policy – Tim will send letter to owner of Unit 2210.

B. Unit 3513 letter to the Board (garbage) – Tim advised that garbage company is paid per pick-up. He will send an email to the owner explaining this.

C. Unit 301 – request to plant tree in front of unit to replace one that was knocked down by Hurricane Ida. Owner will purchase tree and would like ATCA to plant it. Stephanie Prunty moved to approve request. Jason Calmes seconded. Motion passed

D. Planned Worklist – Jason Calmes will work with Tim to create a list of all work in progress and planned work with rough estimates. This will help with Reserve Budget

E. Building Maintenance Survey – Jason Calmes proposed sending an email to owners asking them to inspect their Buildings and Limited Common Elements for items to bring to Management's attention. Tim will send out email.

F. Landscaping Plan – Jason Calmes proposed soliciting bids for a Landscaping Architect to work with ATCA on a Landscaping Plan to improve the looks and maintainability of the property. The intent is to have a plan which can be incorporated in the 2025-2026 reserve budget. Tim is to get three bids for a master plan for our 16.5 acres of property.

V. Adjournment – Stephanie Prunty moved to adjourn. Gary Vincent seconded. Motion passed unanimously. Meeting adjourned at 8:00pm.

Next meeting date: March 18, 2024

Sawase Bugbee

(Electronically signed)
Sawase Bugbee, Board Secretary, Unit 207

Property Manager Report – February 2024

- Bldg. 9 Repairs – are complete and have passed Jefferson Parish Permitting. Owners can request their own Building Permit for reconstruction of the unit interiors. Still installing lattice fences and gates, this should be in a couple of weeks (weather permitting). Entergy has been notified that the power for the ATCA House Meter and Unit 901 can be installed. This means that the streetlights, pool pumps, and gazebo lighting can be energized. Landscaping of that building will be addressed at a later date.
- Bldg. 7 painting continues. Bldg. 26 is next.
- FHA approval has been submitted to the U.S. Dept. of Housing and Urban development. The process takes about 6 weeks for approval or denial.
- Only Those Owners who have an account balance **due** will receive an account balance detail sometime after March 15th. You must bring your account current to vote in Board Elections. If you do not receive a notice your account is current.
- Sycamore tree by unit 106 will be removed by our tree contractor.
- Several stumps will be scheduled to be removed, including 106.
- Crescent City Cutters will be replacing several bushes that died along the front drive and east side of our property.
- Mason Ditch drainage has redeveloped a sink hole next to building 7. The Jefferson Parish Drainage Dept. has been notified. No timeline on repairs.