

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

Thursday, April 25th, 2024

Members Present:

Management Present:

- I. **Call to Order**

- II. **Reports**
 - A. Property Manager
 - B. Budget Committee
 - C. Treasurer
 - D. Legal
 - E. Governance
 - F. Elections
 - G. Strategic Planning

- III. **Old Business**
 - A. Discussion – Owner Interaction with Outside Vendor
 - B. Building 1 Tree Removal
 - C. Election Schedule

- IV. **New Business**
 - A. Permit(s)
 - B. Trees on Property Requiring Removal
 - C. Street Repairs
 - D. Repairs to Damaged Service Gate
 - E. Unit Letters to the Board
 - F. Assessment Deadline Extension

- V. **Adjournment**

Next meeting date: **May** , **2024**

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Thursday, April 25, 2024

13th 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 6:38pm at Unit 2704 Audubon Trace.

II. **Reports** –

A. **Property Manager** – Report attached.

B. **Budget Committee** – Committee discussed reducing payroll costs, contracting out for pressure washing and painting, possibility of dues increases next year, working on reserve issue. Will have reserve budget and operating budget ready for the Open Meeting.

C. **Treasurer** – Stephanie Prunty reported there are six units that are delinquent (one has been rectified). Letters have been sent out notifying them of the delinquency.

D. **Legal** – Stephanie Prunty – Nothing to report at this time.

E. **Governance** – Jason Calmes – Ballots have gone out to owners.

F. **Elections** – After updating dates on the procedures, Tim will send everything to all owners.

G. **Strategic Planning** –

- New software for website portal for payments and communicating work orders is ready to go. Becky Wollman moved to approve the software at \$6,200.00 annually with a one-time, nonrecurring implementation cost of \$1,200.00. Purchase for one (1) year. Jason Calmes seconded the motion. Motion passed unanimously.
- Staffing – working with Property Manager to contract out pressure washing on a 4-year schedule and painting on an 8-year schedule, downsizing staff to compensate for the cost. Estimate a net increase of \$4,000.00 annually to budget. Multiple bids have been requested and all vendors are insured and bonded. Will have updates for the Open Meeting.

III. **Old Business** –

A. **Owner Interaction with Outside Vendor** – Letter will be sent to owners noting the risks involved as relates to the Bylaws by directly contacting a vendor.

B. **Building 1 tree removal** – Board agreed with Property Manager that the tree requested to be removed by Unit 104 was not a safety hazard and owner will be charged for the total cost of removal of the tree, debris, and stump. Jason Calmes moved to charge the owner of Unit 104 for removal of the tree, debris, and stump. Stephanie Prunty seconded the motion. Motion passed unanimously.

C. **Election Schedule** – Property Manager will send out the updated schedule to owners this week. Applications are due May 10, 2024. Voting ends on June 14, 2024.

IV. **New Business** –

A. **Permits** –

- **Unit 1301** – request to plant Bloodgood Japanese Maple in front of unit. Owner stated they would cover all costs associated with the purchase and planting of tree.

Stephanie Prunty moved to approve. Jason Calmes seconded the motion. Motion passed unanimously.

- **Unit 803** – request to take down bottle brush tree. Property Manager agreed the tree was too close to the building and that it can be managed in-house. The stump will be removed at a later date with other stump removal. Gary Vincent moved to approve the removal of the bottle brush tree with in-house labor. Jason Calmes seconded the motion. Motion passed unanimously.

B. Trees on Property that need to be removed – because of damage to driveways and sidewalks, trees by Units 501, 2001, 2924 and 104. Stephanie Prunty moved to approve removal of the indicated trees. Gary Vincent seconded the motion. Motion passed unanimously.

C. Street Repairs – Property Manager has authority to schedule street repairs with EMSCO on jobs under \$100,000.00. Funds will come out of Reserves. Gary Vincent moved to approve the street repair work. Jason Calmes seconded the motion. Motion passed unanimously.

D. Repairs to damaged service gate – damaged gate will be replaced by a rolling gate which will accommodate expansion. Cost: \$9,700.00. This item deferred to May Budget Committee meeting.

E. Unit Letters to the Board –

- **Unit 3723** – exclusion to car insurance. Owner directly contacted ATCA insurance agent questioning this. Agent responded that all communications are to go through Property Manager and the Board. A letter will be sent to the owner by the Board concerning owners directly communicating with vendors. All owner concerns with a vendor should be communicated only to Tim.
- **Unit 2201** – steps – project will be discussed at the meeting on the reserve budget.

F. Assessment deadline extension – 2023-2024 Board cannot make decisions beyond June 2024.

V. Adjournment – Gary Vincent moved to adjourn. Jason Calmes seconded. Motion passed unanimously. Meeting adjourned at 8:35pm.

Next meeting date: May 29, 2024.

Sawese Bugbee

(Electronically signed)

Sawese Bugbee, Board Secretary, Unit 207

PROPERTY MANAGER REPORT – April 25, 2024

- Bldg. 26 – Caulking and painting continues.
- Shrubbery Trimming – Property wide shrubbery trimming will start Saturday, April 27th. If you do not want your shrubbery trimmed, please ask for yellow flags.
- Bldg. 9 – Still waiting on Entergy to install common element electrical meter for streetlights and pool. Entergy says meter should be installed on Friday, April 27th.
- South Drive Gardens have been replanted.
- Tree Removal – two sycamore trees have been trimmed and/or removed by building 38/30 (tree was rotted) and unit 106 (tree not rotted).