

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

Monday, March 18, 2024

Members Present:

Management Present:

- I. Call to Order

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

- III. Old Business
 - A. Owner interaction with outside vendors
 - B. Responses to owner emails to Board

- IV. Adjournment

Next meeting date: April 24, 2024

AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS
Monday, March 18, 2024

12th 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.

- 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. **Treasurer** – Stephanie Prunty -
 - **Accounts Receivable / Lien Report** – There are six delinquent accounts. Letters have been sent out.
 - **Insurance Assessment** – letter to owners explaining the need for an assessment with the breakdown of each unit's portion of the assessment will be sent out. Stephanie Prunty moved to adopt the assessment of \$380,000 to be due June 30, 2024. Jason Calmes seconded the motion. Motion passed unanimously. Gary Vincent moved to authorize Stephanie Prunty to sign the document to bind the insurance and promissory note. Gary Vincent seconded the motion. Motion passed unanimously.
 - C. **Legal** – Stephanie Prunty – meeting with attorney scheduled for Thursday afternoon.
 - D. **Governance** – Jason Calmes provided copies of the proposed ballot format for voting on Bylaw and Declaration documents. Stephanie Prunty moved to approve the ballot format and the cost of printing and distribution (approx. \$1,000). Becky Wollman seconded the motion. Motion passed unanimously.
 - E. **Elections** – Nothing to report at this time.
 - F. **Strategic Planning** – New software discussion for next year's budget tabled for next Budget meeting. Minutes from the last Budget meetings are attached.
- III. **Old Business** –
 - A. Discussion concerning owner interaction with outside vendors tabled for next month's meeting.
 - B. Responses to owner emails tabled for next month's meeting.
- IV. **Adjournment** – Stephanie Prunty moved to adjourn. Becky Wollman seconded. Motion passed unanimously. Meeting adjourned at 8:15pm.

Next meeting date: **April 25, 2024**

Sawese Bugbee

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

Property Manager Report – March 2024

- Bldg. 9 Repairs – Waiting for Jefferson Parish Permitting Office to send Entergy a permit release so that the Electric Meters for the Common Element Pools and Street Lights, as well, as unit 901 can be installed. Gates are being constructed in the shop.
- Painting on Bldg. 7 continues, we should be finished this week (weather permitting). Bldg. 26 is next
- Projects on hold due to Insurance Premium payment:
 - 1 – Streets, Decks, and Sidewalks - \$93,960.00
 - 2 – Trees Removal - \$16,800.00
 - 3 – Dumpster Gate Replacement - \$9,700.00
 - 4 – Big 10 Stair Replacement – (2022 dollars) \$581,900.00 (not including unit owner displacement). I would guess that this project could cost close to \$1 Million by the time it approved and re-estimated in 2024/25 dollars (including unit owner displacement).
- Shrubbery Trimming should take place by the end of April.
- Crescent City Cutters will be replacing seven Viburnum (out of 310 planted) that have died.
- FHA Approval Packet has been received by Dept. of Housing and Urban Development but due to personnel shortage could take up to 2 months to process.