

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

Thursday, July 11th, 2024

1st Meeting of the fiscal year 2024 – 2025

Members Present:

Management Present:

- I. **Call to Order**
- II. **Welcome to new Board Members**
- III. **Election of new officers –**
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Legal Liaison
 - One year term
- IV. **Election of Committee Chairs**
 - Budget
 - Permits
 - Election
 - Governance
 - Strategic Planning
 - Social / Welcome
 - Legislative Advocacy
- V. **Old Business**
 - A. 1904 Stumps
 - B. Pool Furniture
 - C. Steps
- VI. **New Business**
 - A. Board Resolution – Authorized Check Signers (P, VP, Treas)
 - B. Fines & Penalties
 - C. Code of Conduct & Conflict of Interest Forms
 - D. Future Board Meeting Dates

- E. Pool Rules & Signage**
- F. 3011 – Gutters (Owner request)**
- G. Payment Extension Requests (Owner Request)**
- H. Association Signage (not just pools, Owner Request)**
- I. Overdue Accounts and Collections (Owner Request)**
- J. Streamlining Management Communication**
- K. Legislative Advocacy (NEW – Owner Request)**

VII. Adjournment

Next meeting date: _____

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.

MINUTES OF THE BOARD OF DIRECTORS

Thursday July 11, 2024

1st Meeting of the FISCAL Year 2024-2025

Board members present: Gary Vincent, Jason Calmes, Becky Wollman, Teval Ostarly, Sawese Bugbee, Stephanie Prunty, and Chris Sherwood (participation by phone).

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

Call to Order: Meeting was called to order at 5:30 p.m. at 2704 Audubon Trace, Jefferson, LA

I. Property Manager's Report: Report is Attached.

II. Election of Board Officers.

- A. Secretary. – Motion by Teva Ostarly to nominate Stephanie Prunty. Sawese Bugbee seconded the motion. Unanimous approval.
- B. President- Motion by Teva Ostarly to nominate Gary Vincent. Jason Calmes Seconded the motion. Unanimous Approval.
- C. Vice President- Motion of Jason Calmes to nominate Chris Sherwood. Stephanie Prunty seconded the motion. Unanimous approval.
- D. Treasurer- Motion by Gary Vincent to nominate Jason Calmes. Becky Wollman Seconded the motion. Unanimous approval.
- E. Legal Liaison: Motion by Becky Wollman to nominate Chris Sherwood, Gary Vincent seconded the motion. Unanimous approval.
- F. One Year Term: Sawese Bugbee has the one- year term.

III. Committee Chairs

A Budget Chair is the Treasurer Jason Calmes

B. Architect/ Permits Chair is Sawese Bugbee

C. Election and Governance Committees will continue with current members as an ad hoc committee pending the submission of a final reports to the Board.

D. Strategic Planning Chair is Becky Wollman.

E . Social/ welcome committee will be co- chaired by Teva Ostarly and Sawese Bugbee.

There was discussion about a new committee for legislative and advocacy topics which came at the suggestion of the owner of unit 2407. The board deemed this a good suggestion and Jason Calmes will craft a purpose of the committee and present a report to the board at the next meeting.

IV. Old Business

A. Stump grinding Unit 1904. Jason Calmes will provide a history and a full report on this issue at our next board meeting.

B. Pool Furniture: Inoperable and broken pool furniture have been removed. Replacement will be reviewed and approved based on budget costs and will purchase for the next summer season.

C. Steps. All issues in the current architect/engineers' report have been addressed by Management. The project for the replacement of the steps of the big 10 buildings is ongoing.

Stephanie Prunty

Board Secretary, Unit 2704 Page 2 of 3

V. New Business

- A.** Board Resolution-Authorized Check Signers- President, Vice President and Treasurer. Stephanie Prunty moved and Teva Ostarly seconded to add Chris Sherwood, in addition to Gary Vincent and Jason Calmes, as authorized check signers and authorized to execute any financial documents on behalf of the Association. Stephanie Prunty as Secretary will be removed. Motion unanimously approved.
- B.** All code of conduct and conflict of interest forms have been submitted to Management.
- C.** Fines and Penalties: Gary Vincent moved and Sawese Bugbee seconded a motion to continue the minimum fee of twenty-five dollars (\$25.00) for late fees and fines. Unanimously approved.
- D.** Future board meeting dates: Monthly board meetings will be held on the last Wednesday of the month, unless the Board approves another day and time.
- E.** Signage. The Board approved Management to replace old and outdated signage at the front entrance and pools. The exact language will be discussed at the next board meeting.
- F.** Insurance Assessment Payment Extension Requests: The current Insurance assessment will be delinquent after July 15, 2024. All payment extension requests will be addressed at the next board meeting.
- G.** Management Communication: The board will review of ways to improve communication to owners, including a review of the current weekly blast by the Property Manager.
- H.** Date of next meeting will be July 31, 2024, at unit 2704.
- I.** Motion to adjourn was made by Teva Ostarly at 7:30 pm. Chris Sherwood seconded the motion. Unanimously approved.

Stephanie Prunty

Board Secretary, Unit 2704 _____ Page 3 of 3

Property Manager Report – July 11, 2024

- EMSCO Street Repairs continue around building 9, sidewalk repairs building 1 and 2 and unit 3511, sidewalk on South Dr. behind unit 104, patio replacement 205/206 and 2207/2208.
- South Pool Lights Repair is in progress. Parts have been ordered.
- LED Street light by buildings 12/16 in process of being repaired and/or replaced.
- Waiting for pricing of new signage at pools and Jefferson Highway.
- Pool lounge chairs should be removed due to owners concerns of Liability. Board should consider not replacing lounge chairs due to future concerns of owner Liability. Board should consider owners bring their own chairs to pools.
- Gutters Cleaning – this issue has come up several times over the years. Gutters have been cleaned on an as needed owner maintenance requested. Monthly/Quarterly cleaning with current crew size is not sustainable. Gutters initially in place as per Termite Contractor who was using trench technology and liquid treatment. Gutters were used to keep water runoff from the roofs from disturbing ground barrier. Now that we have the Sentricon System water runoff is no longer an issue. It would be my recommendation to remove all gutters on the property, except over unit entrances. This would eliminate the cost to keep them clean and to not replace when they get damaged.
- Lookin' Good Treeman Services has been on site to look at the dead wood in the several trees and to remove two dead or dying tree's, one by building 33 and the other by 2301. He does not include stump grinding in his estimates. That is a different contractor.
- Pressure Washing – the first 5 building that will be painted this year (13, 8, 15, 32 and 33) are completed. The building that are just being cleaned that are completed are 3 and 4. The others still to be cleaned are 10, 25, and the office.
- Painting – Paint contractor should be able to start painting on building 13 and 8 in a couple of weeks (weather permitting).
- Wooden Steps – as per the inspection on the wooden steps on the three-story building all suggested repairs have been completed. This should give us another 2-3 years of extended usage. At that time a reevaluation should be done.
- Pools – the new Pool Cleaning Contractor, Kingfish Pools, will be cleaning the pools on Tuesdays and Fridays. They have recommended changing out the sand in both pool filters.
- Hanks Stump Grinding – all stumps in this round of grinding have been grinded down to ground level. Crescent City Cutters will be doing the Landscaping to remove and/or level stump debris.
- Building 26 painting should resume on Monday (weather permitting).
- Governance Ballots total count is 75 received.