

AUDUBON TRACE BOARD MEETING AGENDA

Date: WEDNESDAY SEPTEMBER 25 2024

PLACE: UNIT 2702 T OSTARLY 5;30 P.M.

AGENDA

- 1 PROPERTY MANAGER REPORT

- 2 COMMITTEE REPORTS
 - TREASURER/BUDGET
 - ARCHITECT /PERMITS
 - LEGAL
 - SOCIAL
 - STRATEGIC PLANNING

- 3 OLD BUSINESS
 - JULIE WHITE
 - CHANGE IN COLLECTION ATTORNEYS
 - CONDO CONTROL
 - BUILDING 9
 - OTHER OWNER ISSUES.

- 4 NEW BUSINESS
 - BOARD EMAILS
 - GUTTER COMPLAINTS
 - HURRICANE FRANCINE DAMAGE
 - DUMPSTER GATE
 - PERIODICE CPA REVIEW
 - EMERGENCY BANK ACCOUNT

- 5 NEXT MEETING
 - PLACE OF MEETING

- 6 ADJOURNMNET

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC

MINUTES OF THE BOARD OF DIRECTORS

Wednesday September 25, 2024

4th Meeting of the fiscal year 2024-2025

Location: 2701 Audubon Trace

Board Members Present: Teve Ostarly, Sawese Bugbee, Stephanie Prunty, Jason Calmes, Chris Sherwood and Becky Wollman; Gary Vincent (Excused Absence with no proxy)

Management Present: Tim Munch Property Manager and Jeff Adams Assistant Property Manager.

Chris Sherwood Chaired the meeting which began at 5:35 p.m.

1. Property Manager's Report- Report is Attached.
2. Committee Reports
 - A. Treasurer Report

Matt Rogers sent the Property Manager the voting stats for the proposed changes to the governance documents- which will be provided to the governance committee for further action. Matt Rogers also sent a draft of the proposed audit report for the period ending June 30, 2023. The Treasurer will meet with Hancock Whitney Brokerage Representative Jody Lafont to review investment options. Financial Reports for the quarter ending September 30, 2024 will be presented at the October Board meeting.

The Budget committee met and will focus on reviewing the line items details of the reserve budget.

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- B. Architect and Permits
Unit 1101 submitted a request to have trees removed near their unit that was obstructing the gate. Property Manager fixed the gate and the request for tree removal was under advisement. Jason Calmes made a motion to defer tree removal request at this time. Sawese Bugbee seconded the motion. The motion was approved. Becky Wollman abstained from the vote.

 - C. Legal
Sara Bugbee made a motion to go into executive session regarding building nine fire issues. Teva Ostarly seconded the motion. The motion passed unanimously. The board exited executive session at 6:05 pm based on motion from Sara Bugbee which was seconded by Teva Ostarly. Motion carried unanimously.

 - D. Social and Welcome Committee – Nothing to report.
 - E. Strategic Planning committee- Nothing to report.
 - F. Governance Committee- the governance committee will be given the update on voting from Matt Rogers.
3. Old Business
- A. Condo Control -no update
 - B. Building 9 Update- Repairs are ongoing.
Property Manager continues to work with owners on any contractor issues.
 - C. Unit 2001 water issues. Side of unit was graded to bring water away from the unit. Owner still had water in the unit. It was discovered by Management that a squirrel had eaten through the roof vent and was the cause of the water issue. The issue was resolved.

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4. New Business

- A. Board Email: There was one board email notice from unit 2207 regarding debris from Francine. The issue was addressed by Management.
- B. Gutter Removal
Units 604, 3222, 3212 and 2601 emailed the Board with complaints about the removal of the gutters. The board has agreed that a draft letter regarding the reason for the gutter removal and the basis for the decision will be sent to all owners.
- C. Dumpster Gate: The cost to repair the dumpster gate is \$8900. This project will also consider the future need of a trash compactor. The gate was damaged by a vehicle. A motion was made to approve the repair. The motion passed unanimously.
- D. The Board is considering hiring an outside CPA to assist with periodic review of financials and budget. This is an internal control idea and is recommended as good practice.
- E. Emergency Bank Account: Jason Calmes proposed the creation of an emergency bank account with \$5000 opening balance. This account would allow the Property Manager to access funds during an emergency such as a hurricane. Funds can be transferred in an appropriate amount to this account when a significant threat is present. Jason Calmes made the motion and Teva Ostarly seconded the motion. The motion passed unanimously.

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F. Property Manager will check on availability for an open meeting in November 2024.

Date of Next Board Meeting: October 29, 2024

Tevy Ostarly made a motion to adjourn. Sawese Bugbee seconded. Motion passed unanimously. Meeting was adjourned at 7:17 p.m.

Stephanie Prunty

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Property Manager Report – September 25, 2024

- Painting of buildings 8, 15, 32, 33, Office and rear of 26 is complete except for a couple of doors that need to be addressed.
- Next fiscal year, starting July 1, 2025, list of buildings to be cleaned are 6, 12, 16, 18, 21, 27, 28, 31, 38, and 39. Those building on the list to be painted are 16, 18, 27, 28, and 31.
- The iron fencing installation on units 205/206 and 2207/08 is complete. They are in the process of being painted. Petitions between the units are being constructed in the shop and should be installed in a few weeks.
- Brennan's Roofing has completed those roof leaks that were reported to management (see attached list).
- Staff has addressed and repaired those damages that were reported to management (see attached list) except garage door issues at unit 405 and 1504 and the west side lattice perimeter fencing behind bldg. 33.
- Water leak in front on unit 2102 will be repaired on Thursday September 26th.
- We believe that pool issues with the pool contractor have been addressed. The automatic pool chlorinators were not being used properly.
- Gutter removal project continues on gutters that are not located over front door entrances. In other words, if the front entrance to your unit needs a gutter to protect you from a deluge of water, your gutter will stay.
- Electrical contractor has been contacted about three tier light by South Pool being out again. It seems to be off and on on couple of different occasions.
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