

AUDUBON TRACE BOARD MEETING AGENDA

Date: Tuesday October 29, 2024

PLACE: UNIT 2701 TOSTARLY 5:30 P.M.

AGENDA

- 1 LENNY LEVENSON MEETING
- 2 PROPERTY MANAGER REPORT
- 3 COMMITTEE REPORTS
TREASURER/BUDGET
ARCHITECT /PERMITS
LEGAL
SOCIAL
STRATEGIC PLANNING
- 4 OLD BUSINESS
JULIE WHITE
CHANGE IN COLLECTION ATTORNEYS
CONDO CONTROL
BUILDING 9
GUTTER REMOVAL COMPLAINTS
PERIODIC CPA REVIEW
- 5 NEW BUSINESS
BOARD EMAILS
OPEN MEETING DATE
NOV AND DEC MEETING DATES
- 6 NEXT MEETING
PLACE OF MEETING
- 7 ADJOURNMNET

AUDUBON TRACE CONDOMNIUM ASSOCIATION INC.

MINUTES OF THE BOARD OF DIRECTORS

TUESDAY OCTOBER 29, 2024

5TH MEETING OF THE FISCAL YEAR 2024-2025

LOCATION: 2701 AUDUBON TRACE

BOARD MEMBERS PRESENT: Teva Ostarly, Sawese Bugbee, Jason Calmes, Chris Sherwood and Gart Vincent. Stephanie Prunty was delayed until 6:35 pm. Sawese Bugbee took minutes until she arrived. Becky Wollman had a non-excused absence with no proxy assigned.

MANAGEMENT PRESENT: Tim Munch Property Manager and Jeff Adams Assistant Property Manager.

Attorney Present: Lenny Levenson and Donna Barrios.

Gary Vincent called the meeting to order at 5:35 pm

Gary Vincent moved and Teva Ostarly seconded to go into Executive Session at 5:36 p.m. Gary Vincent moved and Teva Ostarly seconded to exit Executive Session at 6:20 p.m. Gary Vincent moved and Chris Sherwood seconded to accept our attorney's proposal for issues discussed. Motion passed unanimously. Mr. Levenson and Ms. Barrios exited the meeting at 6:20 p.m.

Property Manager's Report- Report is attached.

The Property Manager recommended the purchase of a new camera and plug in pack at a cost of \$4700. Funds are sufficient in the budget for this cost. No budget change is required.

Committee Reports:

1. Treasurer Report: Jason Calmes provided a balance sheet and profit and loss budget comparative statement for the three months ended September 30, 2024. These reports and a Treasurer narrative will be prepared and distributed to owners by the end of November. The approved bank account for emergency purposes will be established this month.
2. Architects and Permits: Sawese Bugbee had nothing to report.
3. Legal: Chris Sherwood has nothing to report.

Stephanie Prunty

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4. Social: Sawese Bugbee had nothing to report
5. Strategic Planning: Board Chair Becky Wollman was absent. Nothing to report
6. Governance: The Board will receive a report from our auditor. In November the Board will discuss how to proceed regarding proposed changes in our governing documents.

Old Business:

1. A change in attorneys for our collection services is still being considered. Board is currently soliciting potential names and will then interview prospective attorneys.
2. Condo Control- nothing to report
3. Building 9 delinquent dues. The Board received a request for a payment extension from unit 903. Because the extension exceeded one year the request was denied due to lack of authority in our governing documents to permit such payment extension.
4. Gutter Removal Complaints: Management will caulk, paint, remove rotten boards where gutters were removed. Management will send a letter to owners with an update on this project.
5. Board Email: Unit owner gutter removal complaints have been handled. The leak in unit 2001 was resolved. Unit 1904's questions to Management were responded to on September 24 at 8:03 a.m. Property Managers response is attached.

New Business:

1. Open Meeting is set for November 13, 2024 at 6 p.m. at the Jefferson Parish Senior Center. Notice will be sent to owners. We have reached out to Bill Soniat of Soniat Realty to talk about how Property Management Companies operate for informational purposes only.

2. The audit report for the period ending 6/30/2023 has been sent to the board for review. Once approved at the next meeting the report will be posted on our website.

3. Dates for next meeting: November meeting will be held on November 20, 2024 and the December meeting will be held on December 17, 2024. Both meetings will be at 5:30 at unit 2701.

Gary Vincent made a motion to adjourn at 7:30 p.m. Sawese Bugbee seconded. Meeting was adjourned.

Stephanie Prunty

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Property Manager Report – October 29, 2024

- South Dr. Gardens replanted with Fall Plants.
- Dumper Gate Replaced with sliding metal gate.
- Building 29 Step repaired - broken original lag bolts. Added supports kept the step from collapsing.
- Gutter removal project has punch list removals (bldg. 11, 20, and 26) remaining.
- Repairs to rotted fascia behind gutters continues.
- Perimeter Lattice Fence behind building 33 damaged by Hurricane Francine has been repaired.
- Units 205-06 and 2207-08 patio partitions will be started on Monday, November 4th.
- New bullet camera for South Dr. drive gate with new Avigilon 8 channel NVR. Older camera was damage doing Francine.

Subject: Re: Communication?
Date: Tuesday, September 24, 2024 at 8:03:39 AM Central Daylight Time
From: Audubon Trace Condominium Association, Inc.
To: Sue Marchal

Sue,

See answers below in **RED**

Thanks

Tim Munch

Property Manager
Audubon Trace Condominium Association, Inc.
4117 South Dr.
Jefferson, LA 70121
Office Number: 504-831-4436
Fax Number: 504-828-2947
Website: www.audubontracecondos.com

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From: Sue Marchal <sue@suemarchal.com>
Date: Monday, September 23, 2024 at 9:50 AM
To: "Tim Munch (audubon1@nocoxmail.com)" <audubon1@nocoxmail.com>
Subject: Communication?

Tim,

1. When will the September 4 board minutes be available? **The Board is voting to approve them as I type.**
2. Why is the calendar not being updated? **The calendar is undated through October with the information I have** The calendar shows the latest board meeting posted as May 29th. **.My bad. The Board changed dates a couple of times and I never updated it.**
3. What happened to the weekly email blasts? **No one was reading the weekly blast. The Board**

and I feel more owners would read my emails if I just sent out that information that is important at the particular time. The last one we received was July 26. I know you have sent out several emails since then but not a summary of what has been completed and what is scheduled. My monthly property manager report to board list those items.

4. What is the status of the properties that have had liens filed? Liens are still in place for unit 902, 904 and 1601

Thanks,
Sue