

AUDUBON TRACE      AGENDA  
Wednesday , February 4 2026

LOCATION:              UNIT 2704  
TIME:                    5:30 P.M.

AGENDA

1 PROPERTY MANAGEMENT REPORT

2 COMMITTEE REPORTS

TREASURER/ BUDGET              JASON CALMES

ARCHITECT/PERMITS              TEVA OSTARLY

LEGAL                              CHRIS SHERWOOD  
SOCIAL                              TEVA OSTARLY

STRATEGIC PLANNING              CHRIS SHREWOOD

GOVERNANCE

3 OLD BUSINESS

APPROVAL OF DECEMBER 8, 2025 MINUTES

4 NEW BUSINESS

A              OWNER EMAILS

4 NEXT MEETING DATE AND PLACE

5 ADJOURN

**AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.**

**MINUTES OF THE BOARD OF DIRECTORS**

**Monday February 4, 2026**

**7th Meeting of the Fiscal Year 2025-2026**

**Location: 2704 Audubon Trace 5:30 p.m.**

Board Members Present: Jason Calmes, Chris Sherwood, Stephanie Prunty Gary Vincent and Devin George, Teva Ostarly had an excused absence with no proxy. Jason Calmes arrived at 5:45 pm.

Management Present: Tim Munch Property Manager

Gary Vincent called the meeting to order at 5:35 p.m.

**Property Manager Report:** Tim Munch gave the Managers Report (which is attached).

**Treasurer Report and Budget Report:** Jason Calmes had nothing to report. The December 31, 2025 financials will be posted to the website when approved.

**Architect/Permits:** Unit 502 has requested their windows replaced with insulated windows. Gary Vincent made a motion to approve the replacement of windows with existing specification (single pane windows) subject to the approval of the Property Manager at the owner's expense. Job to be completed by April 15, 2026. Contractor must possess proper bond, license and insurance. Jason Calmes seconded the motion. Motion passed unanimously.

**Legal:** Nothing to report.

**Social:** Nothing to report.

**Strategic Planning:** Chris Sherwood held a meeting on January 20, 2026. The meeting addressed staffing and compensation topics, electric vehicle policy development and trash collection issues. Future meetings are planned for 2026.

**Governance:** Report tabled until the March 2026 meeting.

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Stephanie Prunty Board Secretary

**Old Business:**

**LED Lighting Project:** Jason Calmes made a motion to proceed with backup LED lighting project and approve the proposal from Management with cost not to exceed \$25000. Funds are to come from Reserve Budget. Motion passed unanimously.

**Minutes Approval:** Stephanie Prunty made a motion to approve the minutes from the December 8, 2025 board meeting. Jason Calmes seconded the motion. Motion passed. Gary Vincent abstained since he was absent from the meeting.

**Landscape:** Property Manager will email owners to send back any request for any work orders related to the common elements or in the limited common elements. Request should be specific details.

**New Business: None**

**Next Board meeting: Thursday March 19, 2026 at unit 2704**

Gary Vincent made a motion to adjourn. Stephanie Prunty seconded the motion. The meeting adjourned at 7:25 p.m.

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Stephanie Prunty Board Secretary

Property Manager Report – February 4, 2026

- In the past month there were three water feed line repairs. The breaks were by the sidewalk of unit 101, street side of building 16 and in the street in front of unit 1406. All breaks have been repaired.
- Concrete work on streets is complete, except for the curbs in front of buildings 14. Part of driveway on unit 3105 and wooden deck replacement with concrete on unit 901.
- 7 trees were planted at various locations around the property. 5 of those were owner request.
- Sage Palms were removed on the front drive and by the south pool. Also 4 Palm Trees were also removed by the pools and by bldg. 35. The remaining stumps were ground to ground level.
- One of South Pool light fixtures was rewired and replaced.
- Unit 705 front porch was replaced w/ copper underlay and brick overlay.
- Currently working on front replacement on unit 504.
- Jamie Saxon with Morphy, Makofsky, Inc. will be out next week to do his two-year inspection of the wooden stairs on the 10 3 story building.

## Landscape Meeting with Owners

Owners and Management Landscape Meeting was held on Thursday, January 22, 2026 at the Jefferson Parish Senior Citizens Center on Jefferson Hwy. at 6:00 pm.

List of those in attendance.

### Management:

Tim Munch – Property Manager

### Owners:

Sue Marchel – 1904

Dee Dee Johnson – 2207

Sandra Noya – 1702

Jeff and Marjorie Sadler – 3324

Richard Leithman – 2201

Bonnie Caillouet – 2410

Clare Fisconaro – 1801

Robert Hoffman – 3512

Sherry Swell – 803

Barbara Cranner – 2001

Larry Vallon – 3524

The meeting opened with a discussion of the results of the survey (survey results attached).

Points of discussion from the meeting:

- Question was asked why Board members were not in attendance.
- Grounds and holes should be leveled and filled in by grading the property.
- Grass Cutters need to raise level of weed-eating, so ground is not just dirt.
- Asked that the Board to consider a Landscape Committee to work with the Board.
- Remove old Crypt Myrtle stump on South Dr.
- Those in attendance stated that the Board does not listen to owners' voices and concerns.
- Questioned why the stump contractor does not level the stump debris.
- One owner did not like the survey questions, felt the questions should have been asked differently.
- One owner also stated that not all owners have the ability to respond to the email survey. That hard copies should have been put on all owners' doors.
- One owner stated that management should use Google Forms for presentation of survey results.
- Several owners in attendance would like to hire new Landscaping company.
- Question was asked why do we have to use our staff to spread and level Stump grinding piles.
- Those in attendance advocated for a Landscape plan, suggestion or recommendation that Sue Marchal prepared for a Board several years ago. Sue is going to present this to management and the Board.

Landscape Meeting ended at 6:45 pm

*Here the results of the Survey  
we had 12 responses*

## Tree/Shrubbery Planting Survey

The Board and Management had meeting with owners to discuss ATCA Landscaping, tree planting in general. The 9 units that attended the meeting voted to not spend any money on Landscaping or Tree/Shrubbery Planting. The Board and Management would like to hear from the rest of the owners.

**Please choose one of the following:**

6 "I would like more trees and shrubbery in Audubon Trace."

0 "I have no preference on changing the amount of trees and shrubbery in Audubon Trace."

6 "Dead and unsightly trees and shrubbery in Audubon Trace do not need to be replaced when they are removed as suggested by Owners at the October 22 Meeting."

**Please choose one of the following:**

4 "I am in favor of Audubon Trace spending between \$6,500 - \$9,800 on a Landscape Architectural design for tree/shrubbery plantings as suggested by Owners at the October 22 Meeting."

1 "I have no opinion on Audubon Trace spending between \$6,500 - \$9,800 on a Landscape Architectural design for tree/shrubbery plantings at the October 22 Meeting."

7 "I am against Audubon Trace spending between \$6,500 - \$9,800 on a Landscape Architectural design for tree/shrubbery plantings at the October 22 Meeting."

Please email your answers to management by December 31<sup>st</sup>.