

Audubon Trace Condominium Association Board of Directors Meeting Agenda Wednesday, August 26, 2026 at 5:30pm

Location: Unit 2704

1. Call to Order
2. Approval of Past Minutes
3. Property Manager's Report
4. Committee Reports
 - a. Budget – Stephanie Prunty
 - b. Architect/Permits – Teva Ostarly
 - c. Legal – Chris Sherwood
 - d. Social – Teva Ostarly
 - e. Strategic Planning – Chris Sherwood
 - f. Governance – Jason Calmes
5. Old Business
 - a. Fee collections - Unit 3924
6. New Business
 - a. Legal Fee balance waiver request - Unit 2403
 - b. Rear Gate Update
 - c. Owner Emails
 - i.
7. Next Meeting Date and Location
8. Adjourn

Audubon Trace Condominium Association Board of Directors

Meeting Minutes

Wednesday, August 26, 2026 at 5:30pm

Location: Unit 2701

Attendees: Chris Sherwood, Gary Vincent, Devin George, Teva Ostarly, Jason Calmes

Absent: Stephanie Prunty

Others Present: Tim Munch, Property Manager, Jeff Adams, Asst. Property Manager

The meeting was called to order by President Chris Sherwood at 5:33pm.

Approval of Past Minutes: Jason Calmes made a motion to approve the minutes of the July 29, 2026 board meeting minutes as already corrected and posted. Gary Vincent seconded the motion. Motion passed unanimously (Chris Sherwood abstained).

Property Manager's Report: Tim Munch gave the Property Manager's Report, which is attached.

Gary Vincent made a motion to move forward with securing an answer service for after hours calls. Chris Sherwood seconded the motion. The motion passed unanimously.

Teva Ostarly made a motion to transfer funds from the Reserve account and to move forward with \$50,000 in expenses for the cool deck on the North and South pools. Chris Sherwood seconded the motion. The motion passed unanimously.

Chris Sherwood made a motion to transfer funds from the Reserve account and to move forward with \$151,000 in expenses for the replacement of the back fence. Teva Ostarly seconded the motion. The motion passed unanimously.

Budget: No update.

Architect/Permits: No update.

Legal: Chris Sherwood made a motion to go into Executive Session to discuss fee collections and ongoing litigation. Gary Vincent seconded the motion. Motion passed unanimously. The Board went into Executive Session at 6:31pm. The Board came out of Executive Session at 6:54pm.

Further discussion of the foreclosure for Unit 2503 will be tabled until the September meeting, after the response deadline has passed.

Social: No update.

Strategic Planning: No update.

Governance: The 2023 by-law change status was discussed, as well as methods to increase the number of ballots received.

Old Business

Fee Collections – Unit 3924: Jason Calmes made a motion to move forward with the foreclosure process regarding Unit 3924. Chris Sherwood seconded the motion. The motion passed unanimously.

New Business

Fee Collections – Unit 2403: Jason Calmes made a motion to deny the request to waive the repayment of legal fees that were already expended by the Association. Teva Ostarly seconded the motion. The motion passed unanimously. The owner had a past due balance and began making periodic payments in February 2025. In May 2025, the owner continued making periodic payments; however, the payments were insufficient to reduce the past due balance, and the Association filed a lien on the property. The owner began making payments toward reducing the past due balance in July 2025. The account was paid in full in December 2025. The Association incurred legal fees in connection with the collection of the past due balance and determined that those fees should be reimbursed by the owner.

Rear Gate Update: This update was provided in the Property Manager's Report.

Owner Emails: The only owner email received by the Board was from Unit 2403 and was addressed above.

Next Board Meeting: September 30, 2026 at Unit 2701.

Teva Ostarly made a motion to adjourn. Devin George seconded the motion. The meeting adjourned at 7:24pm.

Property Manager Report – August 26, 2026

- Street repairs continue between building 6 and 13 and include repairs to the street on the east side of the North Pool. Sidewalks and driveways for unit 501, 2102, 2209, 2210 are complete.
- New cameras installed at both pools and north dr.
- Back gate parts are in, waiting for confirmation on repair date.
- Both the North and South pool fences and gazebos are being cleaned and painted.
- Awaiting estimate to remove and replace North Pool Gardens (especially removal of ground cover and azaleas overtaken by weeds and trees).
- Jefferson Parish has approved the removal and replacement of South Dr lattice fencing with decorative cinder blocks. This will include removal of all shrubbery against the lattice fencing. Second price received, at a cost of \$151,200.00
- New breaker boxes for all 39 building have been ordered and should be in 6-8 weeks. Project is scheduled for November – December.
- North Pool lights have been replaced.
- Trying to schedule a start date in the winter to have both pools decking overlayed with cool-deck. Cost estimate \$50,000.00.
- Owner is complaining that other owners/guest are being discourteous by not parking by their own units. The association ask to be considerate to neighbors and park by your unit when possible. (there is no designated parking, except if you have a garage and driveway).
- AnswerFirst presented a proposal for Answering service at \$30.00 a month-to-month contract to provide after-hours (5:00pm - 7:00am Monday – Friday, Weekends and Holidays)-number for residents that are experiencing a problem. For Critical Emergencies call 911. The first 0-250 minute is \$1.90 per minute for processing a call. This will also provide owners with an option to contact management during power outages. The current office emergency number will be removed at a savings of \$30.00 per month.
- Building cleaning and painting is complete for fiscal year 2026-27.
- Starting July 27, 2027, the next group of buildings to be repaired, cleaned, and painted will be – 5, 17, 19, 36, and 37. The group of buildings to be cleaned will be 30, 20, 7, 26, and 13.
- South Dr. Gate Camera to be upgraded at a cost of \$4,481.00.
- There will be a Landscape Meeting in October – Date TBD.