Audubon Trace Condominium Association Board of Directors Meeting Agenda
Thursday, September 23, 2026 at 5:30pm

Location: Unit 2701

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.
6. New Business
    a. Building 38 Fire
    b. Owner Emails:
        i. Unit 604 Sidewalk Request
        ii. Back Gate Shrub Trimming
7. Next Meeting Date and Location
8. Adjourn

Audubon Trace Condominium Association Board of Directors Meeting Minutes
Wednesday, September 23, 2026 at 5:30pm

Location: Unit 2701

Attendees: Chris Sherwood, Gary Vincent, Devin George, Stephanie Prunty, Teva Ostarly, Jason Calmes
Absent:
Others Present: Tim Munch, Property Manager, Jeff Adams, Asst. Property Manager

The meeting was called to order by President Chris Sherwood at 5:29pm.

Approval of Past Minutes: Gary Vincent made a motion to approve the minutes of the August 26, 2026 board meeting minutes. Christ Sherwood seconded the motion. Motion passed unanimously (Stephanie Prunty abstained).

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

Budget: The Quarterly Financial Report will be ready in October.

Architect/Permits: No update.

Legal: Chris Sherwood made a motion to go into Executive Session to discuss ongoing litigation. Stephanie Prunty seconded the motion. Motion passed unanimously. The Board went into Executive Session at 6:03pm. The Board came out of Executive Session at 6:15pm.

Chris Sherwood made a motion to have Lenny Levinson proceed with responding to the counterclaim against ATCA regarding Unit 2503. Teva Ostarly seconded the motion. The motion passed unanimously.

Social: No update.

Strategic Planning: Will be scheduling a meeting to continue work on draft EV parking policy.

Governance: The 2023 by-law change status was discussed. Ballots will be resent to off-site owners.

Old Business
None

New Business
Building 38 Fire: The fire report remains pending from Jefferson Parish Eastbank Consolidated Fire District. Waiting for insurance inspections and reports to be completed. There is currently no estimate.

The Board will request that the Strategic Planning Committee review lightening mitigation services and to make a recommendation to the Board.

Owner Emails:

Sidewalk Request – Unit 604: There are no plans to remove the pavers at this time. A curb cut will be included in the current street work. The Board will also consider additional parking spots for buildings 4, 5, 6, and 7.

Rear Gate Shrub Trimming: The Board reviewed this email. The shrubs were trimmed in June and again in September. Landscaping is done a schedule.

Next Board Meeting: October 28, 2026 at Unit 2704.

Stephanie Prunty made a motion to adjourn. Teva Ostarly seconded the motion. The meeting adjourned at 6:57 pm.

Property Manager Report - September 23, 2026

- Street Work continues at north pool. Some curbs still need to be poured and repaired.
- South Drive gate swing arm and electrical control wiring have been replaced. The clutch plate for the drive belt was bad and has been addressed as well. The gate is now operational. It may be time to replace the 15+ year old gate operator next time it breaks or to just remove the system all together.
- South Drive Fence replacement is scheduled for Mid-December.
- North and South pool cool decking overlay is scheduled for Mid-November.
- Main Electrical Panel replacement on all 38 buildings is scheduled for Mid-November.
- Landscape meeting with the owners has been scheduled for October 14th at the Senior Ctr from 6:00 – 7:00 (formal notice to go out October 1st). Discussion will be on North Pool Gardens ground cover removal and what to replace it with and Tree plantings.
- The claim for the building 38 fire has been filed. The policy limit on bldg. 38 is $1,080,144.00. The associations deductible is $10,000.00. The investigation as to is origin continues.
- Some owners have complained about inadequate parking for buildings 4, 5, 6, 7, and 13. Preliminary discussion has been about creating 3 – 4 additional parking spaces on the side on building 6.
- When I called on Monday at 4:00 pm I was told that it was being pick up as scheduled; that did not happen on Monday. Tuesday morning, I called about not being picked up. I was assured it would be picked up on Tuesday morning. Tuesday at 4:00 I called again, and I was told the truck was still out on route and we would be picked up. That did not happen. This morning, I called again and was told the truck is on route to Audubon Trace.
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