

**AUDUBON TRACE CONDOMINIUM ASSOCIATION, INC.
MINUTES OF THE BOARD OF DIRECTORS**

Wednesday, August 5, 2009
Third Meeting of Fiscal Year 2009-2010

Meeting called to order by Board President Stephanie Prunty at 6:35 pm at Unit 2704

Board members present: Sara Bugbee
Linda Harang
Roma Gibson-King
Al Lafaye
Patsy Phipps
Stephanie Prunty
Lenny Simmons

Staff present: Tim Munch, Property Manager
Jeff Adams, Asst. Property Manager

1. MANAGER REPORT

A. Parking lot striping –

- work has begun; stopped by rain; should be completed by end of August

B. Building 10 wall damage –

- actual cost = \$2,765.00; insurance payment = \$2,885.00
- \$120.00 deposited into Operating Account
- all work on exterior completed to Manager's standards

C. Building 2 wall damage –

- owner backed into parked car, iron fence, her own front wall
- owner's insurer has agreed to compensate ATCA for all common elements damage
- estimates requested for repair to iron fence and exterior wall/window
- no completion date available until estimates have been approved by insurer

D. Owner self-help dangerous and not permitted –

- Board members reported finding owner at Building 18 using ATCA ladder to climb on roof (after rain) on a Sunday to remove pine needles from gutter
- owner instructed to leave such matters to staff; request for gutter cleaning should go to Manager
- Building 18 is next on list for cleaning/painting
- Manager will instruct staff to “chain” ladders to prevent owner use

E. Pools –

- due to rain, and increase in acid levels in water, pools have been partially drained for cleaning and changing chemical levels

F. Office damage –

- all damage has been repaired; insurer has reimbursed ATCA for costs
- as part of claim, Manager reviewed coverage limits for Office contents and determined coverage to be insufficient
- coverage increased to \$70,000 at premium increase of \$600

G. Tree removal, trimming –

- bids received for removing 7 trees and trimming trees at North end of property and street between Buildings 17 and 19
- 3 estimates are:

1.	\$4,950.00	=	tree removal
	\$4,845.00	=	trimming
2.	\$4,800.00	=	tree removal
	\$6,530.00	=	trimming
3.	\$3,900.00	=	tree removal
	\$7,000.00	=	trimming

- Manager recommended accepting bid 1 due to prior experience with this contractor (Bayou Tree)
- Board discussed components of bids and work scheduled to be included
- Linda Harang moved, Roma Gibson-King seconded approval of Manager recommendation for work and bid 1 from Bayou Tree
- motion passed by a vote of 7-0

H. “Boot” equipment for parking lots –

- Manager reported on cost, availability of “boot” equipment; contractors not willing to perform work for ATCA
- Board discussed feasibility/problems of ATCA buying equipment and doing job in-house
- Board concluded that there would be too many problems and not enough benefits, so project abandoned at least at this time

I. Garbage/trash disposal in advance of named storm –

- Manager distributed draft of policy mandating that owners **are not** to use ATCA dumpster for garbage or trash disposal in advance of named storm
- Board discussed penalties for violation of policy; requested addition to Notice of location of Jeff Parish disposal site
- Board decided that if there are any violations, all owners will be assessed for their share of cost of clean up and removal
- Roma Gibson-King moved, Linda Harang seconded approval of Manager’s proposed policy, and inclusion of assessment penalty
- motion passed by a vote of 7-0

J. Office sidewalk, new gate –

- work essentially complete; Office door has been re-keyed
- new gate works on both “code” (same as South Gate, but can be changed by ATCA as needed) and Pool/Gate key
- new fencing in place for entrance to Office
- just waiting for “spring closure” for gate for entire project to be finished

2. COMMITTEE REPORTS –

A. Finance –

- Savings Account \$80,725.96
- Reserve Account \$575,000.00 purchased at cost of \$574,880.00; 90 day maturity date

- 2006-2007 Audit complete and available for review
- 2007-2008 Audit due October 15, 2009
- 2008-2009 Audit due October 15, 2009

B. Permits –

Unit 102 –

- owner requested to change/install new front bedroom and kitchen windows
- owner provided committee with details and reason for request
- committee met Monday August 3 to discuss request and recommends denial for these reasons – windows are same age as all ATCA windows; if windows are dirty they can be cleaned; gas-filled windows leak and become opaque; once windows are installed they would be responsibility of ATCA and very costly to replace/repair
- Board discussed request and committee recommendation
- Al Lafaye moved, Roma Gibson-King seconded approval of committee recommendation to deny request
- motion passed by a vote of 7-0

C. Legal –

- No new matters to report

D. Social –

- committee had another Friday social, approximately 2 dozen attended despite rain
- committee discussed possible “dive in movie” for August
- Board discussed cost of “movie” and probable low turnout in August; would prefer October “tail gate” party for Saints game, with outdoor TV viewing as done last year
- Manager reported that Pratt Landry provided an accounting for 50-50 money collected from recent social

E. Long Range Planning –

- first committee meeting probably will be held 4-6 weeks
- committee will discuss/schedule meeting with Building 1 and 2 owners to discuss possible improvements to their parking lot area

3. Moving Policy –

- Linda Harang presented Board with revised draft document
- Board discussed draft; changes; further discussion of prohibition of “P-O-D-s”
- Lenny Simmons moved, Patsy Phipps seconded approval of Policy as revised
- motion passed by a vote of 6-0; 1 abstain
- policy goes into effect immediately; Manager will distribute copies to owners

4. DECLARATION –

- Linda Harang distributed revised Rationale document and proposed Ballot
- Board discussed revised draft
- Stephanie Prunty asked Linda Harang to chair ad hoc committee of the Board to refine summary of Rationale and draft proposed protocol and schedule for presentation to owners
- Lenny Simmons, Stephanie Prunty will work on committee with Linda Harang and meet with Manger to discuss possible logistics and compare with procedure used to present, vote on By Laws changes in 2001
- ad hoc committee will report to Board at next meeting

5. NEXT MEETING –

- Board will meet on Monday September 14, 2009, at 6:30 pm, at Unit 2704
- first Open Meeting probably scheduled in October

6. ADJOURN –

- Lenny Simmons moved, Linda Harang seconded that the meeting be adjourned; motion passed by a vote of 7-0
- meeting adjourned at 8:30 pm

Submitted for publication on the _____ day of _____, 2009.

Linda S. Harang, Board Secretary
Unit 602