

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

Tuesday, May 4, 2010
Eleventh 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
Al Lafaye
Patsy Phipps
Stephanie Prunty
Lenny Simmons
Absent: Roma Gibson-King

Staff present: Tim Munch, Jeff Adams

1. MANAGER REPORT –

- A. Building 22 plumbing repairs –
- repairs are underway; should be complete 5/7/2010
 - final cost estimated to be \$30,000
 - when work is complete, will have to discuss repair/replacement of sidewalks, railings, sod/grass, any landscaping
- B. Maintenance status –
- Bldg 31 carpentry completed
 - need to complete buildings 28, 27, 11 this year
 - no owner maintenance requests now pending, all current
- C. North Drive sewer line –
- this is the next big project
 - need Parish permit for this work
 - waiting for plumber to schedule after Bldg 22 work complete
- D. North Drive landscaping –
- complete for now
 - will consider more work in early fall, especially in area of “curve” near Stop sign

2. BUDGET –

- committee met with Tim to review current budget, anticipated projects
- no changes are proposed, no payroll changes proposed
- therefore, committee proposed no increase in dues for next fiscal year
- Lenny Simmons moved, Linda Harang seconded to approve budget as proposed by committee; motion passed by a vote of 6-0

3. PERMITS –

- Unit 2703 –
 - (A) on back patio – requests removal of small palm tree, install fence along back of patio, grade soil, sod area after grading, move A/C condenser, move down spout;
 - (B) on upper balcony – requests removal and replacement of balcony railing to close space between spindles (due to small dog)
- committee recommends approval of (A) and denial of (B)
- after Board discussion, Linda Harang moved, Lenny Simmons seconded to approve requests for back patio, with all work to be paid for by the owner, with approval by Manager, reject request for upper balcony; motion passed by a vote of 6-0

4. LEGAL –

A. Unit 1401 –

- owner has still not obtained funds or financing to pay past due fees, costs, attorney fees and costs
- suit has been filed, service obtained; no answer filed and preliminary default has been entered; Diliberto firm is going to request a trial date and proceed to enforce delinquency judgment
- Board discussed problem of having owner continue to stay on premises and use Common Elements (pools, garbage service, etc)
- Linda Harang moved, Lenny Simmons seconded that the owner be notified in writing that if full restitution is not made within 60 days (by July 1, 2010), she will forfeit all privileges to use the Common Elements; motion passed by a vote of 6-0

B. Unit 3711 –

- suit has been filed, still no service on owner
- attorney has been asked to request appointment of curator and then proceed with obtaining default
- attorney reports that unit is in foreclosure; Association will intervene in

foreclosure proceeding

- C. Unit 3102 –
- owner proposed paying half of fees owed by April 28, 2010, then rest of all fees owed within 60 days by July 1, 2010
 - Linda Harang moved by email to accept proposal and have Manager reconnect water service to unit to allow for owner to rent unit starting on May 1, 2010; email motion passed by a vote of 4-3
 - Board discussed policy and procedure for this decision; resolved to avoid making any such decision via email
 - Board discussed policy regarding owners or tenants having use of Common Elements if all dues, fees are not current
- D. Delinquent units –
- Manger reported on delinquent units, amounts owed
 - less than 4 % of our 237 units are delinquent; liens are in place on units that have been delinquent for 6 months; some of these units are for sale and Association will recover funds from proceeds of sale
 - Board discussed revision to present policy – under present policy, water is shut off when owner is 3 months delinquent, then lien is placed on unit when owner is 6 months delinquent
 - Linda Harang moved, Sara Bugbee seconded that the Board adopt a new policy as follows – when an owner is 3 months delinquent, water will be shut off, a lien will be placed on the unit at that time, and the owner will be notified in writing that their privileges to use the Common Elements have been revoked; motion passed by a vote of 6-0
- E. Policy for reconnecting water service –
- Board discussed policy for reconnecting water service after service was shut off for dues delinquency
 - current policy requires no reconnect fee, no inspections
 - Patsy Phipps reported on procedure with utilities when service has been shut off to a property, inspections required, and reconnect fees charged; explained types of problems that can occur if utilities are not inspected
 - Board discussed change in policy to ensure safety to units and buildings, especially with plumbing fixtures
 - Patsy Phipps moved, Linda Harang seconded that the Board adopt a new policy as follows – when water service has been shut off to a unit, and the owner has made full restitution of all monies owed to the Association, before water service will be reconnected the Association will hire a licensed plumber to inspect all plumbing fixtures in the unit, once the plumber reports that all fixtures are in good working order, the water service will be reconnected to the unit, with the unit owner reimbursing the Association for the cost of the plumbing inspection; motion passed by

a vote of 6-0

- F. Policy for filing suit for delinquency –
- Board discussed policy for filing suit to collect delinquent dues, fees
 - present policy is suit is filed at Board discretion (only 2 have ever been filed for delinquent dues)
 - Board discussed change in policy to shorten gap between time lien is filed and when suit is filed
 - Al Lafaye moved, Sara Bugbee seconded that the Board adopt a new policy as follows – when an owner is 6 months delinquent, suit will be filed and a delinquency judgment will be obtained and judicially enforced

5. SOCIAL –

- Linda Harang has suggestions from “ad hoc declaration committee” and will give to Patsy Phipps for discussion with Social Committee

6. LONG-RANGE PLANNING –

- committee will hold first meeting in May at Pratt Landry’s unit

7. BOARD ELECTION –

- Board members whose terms expire June 30, 2020 are: Stephanie Prunty, Roma Gibson-King, Sara Bugbee, Lenny Simmons
- schedule for Board election is:
 - June 2 – announcement sent out to owners
 - June 9 – deadline for applications to be received by Manager
 - June 16 – Open Meeting to “Meet the Candidates” at South Pool
 - June 23 – voting closed; all ballots must be received by auditor
 - June 30 – Annual Meeting, introduce new Board

8. ADJOURN –

- Stephanie Prunty moved, Sara Bugbee seconded that the meeting be adjourned; motion passed by a vote of 6-0
- meeting adjourned at 8:45 pm

Submitted for publication on the _____ day of _____, 2010.

Linda S. Harang, Board Secretary
Unit 602