

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – January 12, 2023 – 11:00 am

1. **Present** were Howard Picotte, President, At Large; John Scheldt, Vice-President, #1; Jeff Kay, Treasurer, #8; Gayla Larson, Secretary, At Large; Frank Bonura, #10; Erika Boardman, #3; Marci Gallagher, #9, and Jim McCabe, #2. Jim Monroe, #7, was absent. Meghan Thomas, Property Manager, was also present.

Owners present were Catherine Rehberg and Richard Sanford (#1); Ray Kerker, Vicky Rogers, and Barb Tarr (#2); Dawn Elsea, JoAnn Kordas, Patti Pierri, and Marilyn Sheehan (#7); Donna McConnell (#8); Carolyn Jarotz (#9); and Anne Bonura (#10).

A quorum being present, President Picotte called the meeting to order at 10:59 am.

2. **Minutes**

Motion: On motion made by Frank Bonura and seconded by Jeff Kay, the board unanimously approved the minutes of the December 15, 2022, special meeting, as presented.

3. **Property Manager's Report/Remarks**

Ms. Thomas delivered her Manager's Report as follows:

- Pool Works confirmed that the pool resurfacing project is scheduled to commence on June 5, 2023, with no price increases to the approved contract total \$29,478. The only additional cost would be for any unforeseen issues once the pool is drained and evaluated; this would be in the form of a change order. (Will stay on Management Report until Pool Works completes project)
- Regarding the Greenery overdue water bills, no response has been received from the Greenery concerning the outstanding fees due to our COA, Ms. Thomas called them directly and left a message requesting an update on the payments.
- The tree has been removed from the area adjacent to Associations 4, 5, and 6. Quotes are being collected to repair the wall. Ms. Thomas has requested that Shadowlake Management keep the area roped off, so vehicles are not parking in the area until the wall has been completed.
- With regard to the truss damage sheathing deterioration and cracking, the job has been completed and will not be on this report going forward.
- During the last onsite inspection, Ms. Thomas visited several properties per owner requests. Her report follows:
 - 8352 Candlewood has a tree over the roof and gutters clogged
 - 8412 Annwood has gutters on the room addition clogged – an owner's expense.
 - 8406 Annwood is having drain issues.
 - 8424 Annwood's front gutter system is overflowing.
 - 8324 Annwood's gutter is overflowing in the front of the unit, and the resident is having issues with moles. The moles are digging holes and causing trip hazards in her yard.
 - 8322 Annwood has a soffit issue which needs repair.
 - 8220 Annwood has damage to the soffit in the back of the unit.
 - 8243 Brentwood has a tree in the back over the roof that needs to be trimmed back.
 - 8344 Brentwood would like to request some of the mature shrubs in the back of the property be thinned out and removed to open up the yard and provide a little space.
 - 8429, 8425, 8427 Brentwood have driveways in bad condition.
 - 8223 Annwood is requesting a fence repair/replacement behind the unit.
 - 8407 Annwood would like the gutter/flashing looked into at the backdoor. It is full of holes and is bent so as to cause water to run down to the door resulting in rust and mold.

Mr. Picotte mentioned that Willow Tree has, as part of the contract, to blow out the gutters twice a year, but they will not clean downspouts. The Directors should contact Willow Tree when this cleaning is needed.

- All coupon books have been mailed as of last week. No associations are charged late fees in January due to the coupons being delayed.

- Falcon Group, Karins Engineering, and Elevated Engineering have been requested to provide the Structural Reserve Study (SIRS) for each association. Each phase will get their own cost statement to receive the study. Mr. Picotte will provide to Ms. Thomas another suggested engineering team.
- The fire inspector will return on site later today (the 12th) to reinspect the items listed in a prior inspection.
- The billing address/contact information on the Spectrum account needs to be adjusted to reflect Resources as the recipient of mailings.

4. **President's Remarks:**

Mr. Picotte extended the thanks of the Board to Mr. Sanford, Mr. Kerker, and Ms. Rehberg for the years of service they have provided to our association.

Monies in the amount of \$774.67 remain in a legal fund and could be transferred to "Deferred Maintenance".

Motion: On motion made by Jeff Kay and seconded by Jim McCabe, the board unanimously approved the transfer of the monies from the special legal assessment fund to Deferred Maintenance.

Mr. Picotte has a bill in the amount of \$41.96 for replacement of a watering timer located at 8323 Annwood.

Motion: On motion made by Frank Bonura and seconded by John Scheldt, the board unanimously approved the payment of this bill.

There are no buildings scheduled for painting this year. In light of this, Mr. Picotte is recommending that we use a single contractor to bid for trimming all palm trees and to have the work done in March. Ms. Thomas will secure the bids for this service. Each association will pay their portion of the billing for work done.

With the scheduled relining of the pool beginning the 5th of June, all unit owners are to be aware that this relining will take a while to perform. The pool will probably be shut down for the month of June 2023. It does not appear that there will need to be an assessment for this work since the monies in the fund should cover this work.

5. **Treasurer/Rec Hall Manager Remarks**

- The Heirs of Promise Church is requesting rental of the hall every Sunday. Mr. Kay is suggesting a reduced rental amount for this lengthy period of rental. Should the growth of the church require it, we can adjust our rental agreement. Already they understand that there is no signage and no outdoor activities allowed. All rental fees for the building are applied to the clubhouse improvement fund.

Motion: On motion made by Jim McCabe and seconded by John Scheldt, the board unanimously approved the rental rate of \$175 per Sunday for the Heirs of Promise Church.

- Mr. Picotte reported that he and Mr. Scheldt have been working on the rec hall as needed adding new emergency lighting and exit signs. In the kitchen, the stoves can only be used to warm food since they do not meet code. A propane tank used to inflate balloons has been removed. A receptacle in the library bathroom has been changed to a GFI receptacle. Additionally, he installed a new smoke alarm.
- Mr. Kay remarked that each unit owner is allowed one free rental each year. Second rentals for residents will revert to \$150 plus \$55 for food (making a total rental fee of \$205).
- Chairs in the clubhouse should be returned to the preferred setup after the hall is used.

6. **Unfinished Business:**

- High Shine will be cleaning the clubhouse floor and they have been given three dates to use. The service will involve a machine scrub and sealer for the floor.

7. **New Business:**

- None to consider.

8. **Director Comments, Improvements, Remodeling and/or Sales/Leases**

#1 No report but we have a water break at the Starkey Road entrance.

#2 No report

#3 Ms. Boardman reported her association will have their termite inspection next Wednesday. There is a car parked across the street which needs to be followed up upon. She will put a note on the car to determine the ownership.

#7 No report.

- #8 No report.
- #9 No report.
- #10 No report.

9. **Unit Owners Comments**

- Richard Sanford requested a status update for the Saturday Morning Men’s Task Group. The Board determined that this group should continue.

Motion: On motion made by Gayla Larson and seconded by John Scheldt, the board unanimously approved the reconstitution of the Saturday Morning Men’s Task Group.

Saturday Morning Men’s Task Group Members, Effective January 12, 2023

Ron Anaire	Jim Miller	John Scheldt
Frank Bonura	Monty Montgomery	Don Steppe
Dick Carmen	Howard Picotte	Lee Suggs
Steve Laskowski	Bob Ramey	Fred Tarr
John LoSchiavo	Richard Sanford	Charlie Whittington

- Richard Sanford is asking to transfer the web master responsibility to Mr. McCabe. Mr. McCabe accepted this assignment.

Motion: On motion made by Howard Picotte and seconded by Jeff Kay, the board unanimously approved the transfer of webmaster duties from Mr. Sanford to Mr. McCabe.

- Patti Pierri questioned the need for each unit owner to supply a key to their unit to a local party (director, etc.) for use in the case of an emergency. Since this is not a requirement, it is not within the purview of the Board to require this.
- Richard Sanford announced that a renter has taken occupancy without benefit of the interview process. We must try to follow listed protocols going forward.

10. **Next Meeting**

The next meeting is scheduled for Thursday, January 26, 2023, at 11:00 am.

11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 11:52 am.

Prepared by Gayla Larson, Secretary, on January 13, 2023