

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – January 26, 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 Judy & Robert Ramey, and Catherine Rehberg, (1); Fred & Barb Tarr (#2); Dawn Elsea, JoAnn Kordas, Nacho Mella, 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 Jim McCabe and seconded by John Scheldt, the board unanimously approved the minutes of the January 12, 2022, meeting as presented and previously approved via email.

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 for irrigation, contact has been made with the new management company and they have confirmed that they were in possession of a check from prior management which they did not know how to process. That payment was sent in the mail last week.
- For wall repair, Roof Nation will be providing their quote by the end of next week. RL James has been contacted as well as Munyan. Munyan thought they sent the quote, but it has not been received. Ms. Thomas hopes to receive it by the end of this week.
- Due to car issues, Ms. Thomas was unable to do her inspection this week, and it will have to be rescheduled.
- Quotes have now been received from engineering companies to provide the Structural Reserve Study (SIRS) for each association. There will now be four companies submitting quotes.
- The fire inspector returned and included an additional requirement for our Associations to comply with statute. Mr. Picotte reported that with the new Fire Inspectors, there have been many changes. Most requests/instructions have already been accomplished. Additionally, now each building is required to have a fire extinguisher hung on the outside of the building within 75 feet of the farthest door. Work is to be completed by February 17. Several of our buildings will require two or three extinguishers to meet the footage requirement.
- Munyan provided a quote for the windowsill repairs needed for 8401 and 8321 Annwood. The cost of this is \$2,400. After discussion, it was determined that 8401 has already completed this work and can be removed from the Munyan list.
- Meadows Tree Service, Ergonomic Tree Care, and S&S Lawn Services have been contacted concerning the palm trimming. Meadows has no problem supplying the quote for this year's trimming, and S&S will be on site tomorrow to do the count for comparison to Meadows. Ergonomic will bid from their location.

4. **President's Remarks:**

Mr. Picotte reported on the stipulations required for each fire extinguisher. Quotes are being sought and will be delivered to the Board. These items must be rechargeable and inspected annually (which will add an additional cost going forward). The fire extinguishers will also have to be inspected prior to the Fire Chief's approval.

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

- Petty cash is now back to \$500, and Mr. Kay turned in \$1,005 in rental checks today.

- Bardmoor South has requested to have WiFi available in the meeting room. For the time being, the WiFi has been moved to accommodate this request. It is suggested that we add an extender (\$85 cost) to cover both the pool and the clubhouse.

Motion: Erika Boardman moved to approve the \$85 purchase of the extender, and Gayla Larson seconded the motion.

Following discussion regarding whether or not the extender would work, the motion was tabled until further research can be done.

Motion: On motion made by John Scheldt seconded by Jim McCabe, the board unanimously agreed to table this action until more research is done.

President Picotte reported that HighShine will be present January 28, 2023, to mechanically scrub the floor. The room will be unavailable until Saturday morning.

6. **Unfinished Business** – already covered

7. **New Business:**

- There was a water leak on Annwood behind 8227 and we have a COA bill for \$2,641 to pay for the repair.

Motion: On motion made by Jim McCabe and seconded by Frank Bonura, the board unanimously approved the payment of the bill to Just in Time Plumbing for this repair work.

Fire Extinguisher Discussion: Mr. McCabe questioned the timing and reliability of the requirement to install these units since they are currently an unbudgeted item. Mr. Picotte reported that the changes have come about because of the new Fire Chief and statute requirements. Mr. McCabe stated that these requirements should have been brought to us by RPM so that we could better prepare and budget for this installation. Ms. Thomas will ensure that the fire requirements and the statute are presented to our board.

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

- #1 8344 Brentwood requests trimming/removal of shrubs behind their unit, work to be paid for by the unit owner.

Motion: On motion made by Jim McCabe and seconded by Jeff Kay, the board unanimously approved the removal of these shrubs at the owners expense.

8344 Brentwood needs someone to check her door after an attempted break-in. Work will be performed by Pat Bolvin.

8352 Candlewood has water damage from leaks through the bullet holes. Repair is in progress.

Mr. Scheldt suggested Mr. Bolvin insert an ad in our directory.

Windowsill replacement at 8401 has been done by the owner. 8321 Annwood's sill repair is part of the Munyan inspection/quote to be done this week.

Shuffleboard court work is done.

- #2 Mr. McCabe has a resident who was not given a pool key. He questioned who is responsible for collecting the key from the departing owner (it is understood that not everyone has such a key if they did not wish to receive one). The departing owner should pass the key (if there is one) to the new owner. If this is not done, the unit owner can call RPM. Further discussion is needed to clear this confusion.

Mr. McCabe questioned if there is anything which precludes usage of metal roofing. The documents should provide an answer. If a material change of this nature is desired, a vote of the association would be needed.

- #3 Ms. Boardman reported her association had their termite inspection. If unit owners fail to provide access to their unit, RPM will send them a letter to demand this access.

#7 No report.

- #8 American Pest came to check on a rat problem in three units and charged \$510 for this service which will be duplicated in April. 8066 Brentwood sales interest is increasing.

- #9 8089 Candlewood questions when the windowsill will be inspected. 8091, 8092, and 8095 Candlewood want their trees inspected.

- #10 8256 Annwood had a splash box replaced.

9. **Unit Owners Comments**

- Several members stated we will need instruction on how to use the fire extinguisher when they are installed.
- Mr. Mella mentioned that one unit owner had a possible break-in on Brentwood. Additionally, he is concerned by people speeding down our streets. The Sheriff's department is making more patrols in our area, but because ours are private streets, the Sheriff will not issue tickets for speeding.

10. **Next Meeting**

The next meeting is scheduled for Thursday, February 9, 2023, at 11:00 am.

11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 11:51 am.

Prepared by Gayla Larson, Secretary, on January 26, 2023