

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – April 13, 2023 – 11:00 am

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

Unit owners present were Mike Buckley and Catherine Rehberg (#1); Cathy Duchow (#2); Dawn Elsea, Nacho Mella, Marilyn Sheehan, and Gail Vensel (#7); James Ferguson (#8); Carolyn Jarotz (#9); and Anne Bonura (#10).

A quorum being present, President Picotte called the meeting to order at 11:05 am.

1. Minutes

Motion: On motion made by Frank Bonura and seconded by Jim McCabe, the board unanimously ratified the minutes of the March 23, 2023, meeting as presented and previously approved via email.

2. Property Manager's Report/Remarks

Meghan Thomas delivered her Manager's Report as follows:

- **Swimming Pool:** On April 11, 2023, Jim called Ms. Thomas from Pool Works. He was upset to hear that none of Ms. Thomas' calls had been returned by Jack Pink and hopes to move forward. He confirmed the start date of June 5 with the pool being down for six (6) weeks minimum. Prior to the job beginning, Jack is to contact Ms. Thomas and the board to select colors at their office. Additionally, she received an invoice from Pool Works in the amount of \$8,843.40, 30% due prior to starting the job. Ms. Thomas has sent the old bids out again to the prior bidding companies in case the bid with Pool Works does not work out. She awaits the Board's direction.
- **Pink Wall:** The updated wall bids have been provided by C&N Renovation at \$12,200; HCP revised their quote to \$8,354.50; and Roof Nation revised their bid to \$10,270. All three are bids for wood fencing to replace the cinder block wall includes removing the bricks.
- **Fire Extinguishers:** All fire extinguishers have been installed and are completed. This will be the last update on this matter as it is marked as completed.
- **Windowsills:** The invoice from Lowes has been received and paid. This is the last update on this as well as it is considered completed.
- **Palm Tree/Deciduous Tree trimming and Removal:** The palm trees have been completed along with additional tree trimming in the community per individual board review and approval. Final work in Association #1 and #9 will be completed this week. Additionally, Ms. Thomas will direct the vendor's attention to broken palm fronds resulting from recent high winds. This issue is also marked as completed.

3. President's Remarks: Mr. Picotte directed his remarks to the Rec Hall/Treasurer remarks below.

4. Treasurer/Rec Hall Manager Remarks

- Mr. Picotte is working on obtaining quotes for smoke detectors, A/C inspection, and flagpole light repair/replacement. He requested the board's approval of this anticipated work.

Motion: On motion made by Frank Bonura and seconded by John Scheldt, the board unanimously authorized Mr. Picotte to obtain parts/items to complete this upgrade/repair work.

- Mr. Picotte queried the scheduled tax reporting for this year, and Resource Property Management will put this into the works.
- Petty cash is \$225.17, and Mr. Picotte gave Ms. Thomas five checks today, noting that there are still checks for rentals coming in. He asked that it be noted that all rental income for the clubhouse is accumulated and used for maintenance and upkeep of the clubhouse.
- There was a power failure/loss in two buildings on Annwood and at the clubhouse yesterday, and the repair was completed by Duke Energy after three hours work.
- The lock on the east gate of the pool has been replaced and is in working order. Even though we have camera coverage of the pool area, a chair was smashed, and we cannot determine who did this or when it was done.
- We continue to have transit individuals walking through our area. Please keep your doors locked and take

care. If you see something, call the sheriff. The sheriff is making drive-throughs in the area and the more we call, the more tours we will receive.

5. Unfinished Business:

- **Pool Works** concern has been answered, and per Mr. Picotte’s inquiry, they had only one review on the BBB, but they still have an A+ rating. We are still waiting for refreshed bids from the previous companies which were contacted earlier for our pool refinishing. Ms. Thomas will check to see where they are currently working so that we can examine their work. Ms. Thomas will contact them and request the owner appear before our next board meeting. The pool rework deposit is on hold until we are satisfied that Pool Works will perform the work according to their quote.
- **Triangle Pool** is following through on their agreement to clean our pool three days a week (Mon, Wed, and Fri) and to perform the work during daylight hours. This matter is considered closed.
- **Wall Repair** work is being completed. It has been determined that the wall is on our property.

Motion: On motion made by Frank Bonura and seconded by Jim McCabe, the board unanimously approved the quote from HCP at \$8,354.50 and authorized Ms. Thomas to approve this repair/replacement with wood as discussed.

- **Fire Extinguisher Training** is an open item.
- **Crime Watch Unit** needs to be a committee effort to set the rules and training up. This will be considered at the next meeting.

6. New Business:

- Mr. McCabe expressed concern regarding the digitizing of our files and documents which are required to be retained. We need to prepare a policy incorporating the regulations for document retention. It was suggested we purchase a 4 or 5 terabyte hard drive and scanner and form a group to handle this work.

7. Director Comments, Improvements, Remodeling and/or Sales/Leases

#1 Remodeling requests for 8358 Candlewood, 8355 Candlewood, and 8344 Brentwood.

Motion: On motion made by Mr. Scheldt and seconded by Mr. Bonura, the board approved requests for remodeling which were previously approved by email.

Mr. Scheldt is setting four (4) rat bait stations between 8301 and 8307 Annwood. Unit owners are urged NOT to feed critters – squirrels, birds, etc.

8431 Brentwood is occupied by individuals who violate our age requirements. A notice of violation has been sent to the occupants and the owner to advise them of this discrepancy. They have 2 weeks to reply.

One unit is in arrears and will be contacted by Ms. Thomas and Mr. Scheldt.

Rat bait traps continue to empty and are refilled. Mr. Scheldt found abandoned bait traps and is using them in addition to those purchased.

#2 Mr. McCabe wants clarification on rules regarding replacement of doors. Mr. Picotte reiterated that by vote, Associations 2, 3, 8, 9, and 10 have agreed that owners are responsible for their doors, windows, and driveways. Associations 1 and 7 will only repair original items with comparable replacement parts.

#3 Ms. Boardman had no report.

#7 Mr. Monroe presented a group remodeling request for 8209, 9211, 9213, 8215, 8217, 8219, 8221, 8223, 8225, and 8227 Annwood to install ring devices and motion lights on the back of the buildings at the owners’ expense.

Motion: On motion made by Jim Monroe and seconded by Frank Bonura, the board unanimously approved the request for remodeling.

#8 Mr. Picotte had no report for Mr. Kay except that Mr. Bloomquist passed away.

#9 Ms. Gallagher had no report.

#10 Mr. Bonura had no report

8. Unit Owners Comments: None

9. **Next Meeting**

The next meeting is scheduled for Thursday, April 27, 2023, at 11:00 am.

10. **Adjournment**

There being no further business to come before the board, the meeting was adjourned at 12:05 pm.

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

Action Items:

- Have the owner of Pool Works present to the board at the meeting on the 27th of April.
- Follow up on establishment fire-extinguisher training session.
- Establish committee and policies for the Crime Watch unit and discuss at the next meeting.
- Establish protocol for document digitizing and retention and approve purchase of external hard drive