

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – April 27, 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; Jeff Kay, #8; and Frank Bonura, #10. Marci Gallagher, #9, was absent. Meghan Thomas, Property Manager, was also present, along with invited special guest Jack Pink with The Pool Works.

Unit owners present were Mike Buckley, Catherine Rehberg, and Sally Weeks (#1); Cathy Duchow, Ray Kerker, and Vicky Rogers (#2); Pam Hubbell and Helen Miller (#3); Molly Burkholder, Kathy LeBerth, Nacho Mella, 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 11:00 am.

1. Minutes

Motion: On motion made by Frank Bonura and seconded by Jim McCabe, the board unanimously ratified the minutes of the April 13, 2023, meeting as presented and previously approved via email.

- 2. The Pool Works Presentation:** Jack Pink, Vice President of Sales for The Pool Works, addressed the board regarding the planned pool refinishing scheduled to begin on Monday, June 5, 2023. During this process, the pool will be closed for approximately five to six weeks after work begins, depending on inclement weather work stoppage (caused by hurricane warnings). Mr. Pink answered questions from the board and updated the group regarding The Pool Works failure to respond to our telephone calls/visits. He delivered samples of tile to be used during the refinishing and requested the board's selection of desired tile to be used. It is possible that change orders for additional work will be required and will not be known until the process is undertaken. These are charged at \$100 per linear foot to fill discovered cracks. Existing lights will be refreshed, but no new lights will be needed. All work will be done to code requirements and EPA standards. The railing will be brand new double rails per code regulations. No fence removal will be required, and the workers will utilize the gates while doing any work outside the fencing.

Ms. Thomas will email a copy of The Pool Works contract to all board members since there are several new members who have not seen and/or reviewed the contract. (At the conclusion of the meeting, the board selected the "Colonial" tiles and "Gulfstream" color for the fiberglass. They also selected the grey sample of the rails which will be double rails wrap color.)

3. Property Manager's Report/Remarks

Meghan Thomas delivered her Manager's Report as follows:

- **Swimming Pool:** Jack Pink from The Pool Works addressed the board and answered questions presented to him. Additionally, he left his mobile number so the board can contact him during this work.
- **Pink Wall:** The downpayment has been supplied to HCP, and the permit is being reviewed. Once the permit is approved, HCP stated they may have a tentative start date of May 2, 2023, but this will be confirmed when the permit is received.
- **Windowsills:** There is another windowsill that needs repairs which was reported this month. Ms. Thomas has contacted Lowes to see how soon they can get this on their calendar. If the board desires another company, she will contact another, but due to the quotes from the last repair, Lowes is still the most economical option. Ms. Thomas will report their response back to the board when it is received. A voicemail was left for this request.
- **Palm Tree/Deciduous Tree trimming and Removal:** This issue is completed with the exception of some clean-up work still to be done.
- **Association 5 management change:** When the community had water repairs done last week, Association 5 contacted RPM concerning the shut-off to their buildings and their lack of notice. There is a new management company handling this association. It is now known that Association 5 is delinquent in water reimbursement. It is also possible the new management company will bring this up to date. Ms. Thomas will update the board as soon as the matter is resolved.

➤ **Rat Bait Boxes:** Pest control company alert will be discussed with the board at the conclusion.

4. **President's Remarks:** Mr. Picotte thanked Ms. Larson on the Dial Directories "Yellow Book" and the updates to correct missing and erroneous information.

Motion: On motion made by Mr. McCabe, seconded by Ms. Larson, the board determined they would go to a summer schedule – meeting once a month rather than twice. The meetings will be on the fourth Thursday of the month for a period from May until September.

Work has been completed on smoke detectors, A/C inspection, and additional work required for the clubhouse. Mr. Picotte additionally changed the filters in the clubhouse.

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

➤ Mr. Kay reported that petty cash is down to \$27.28 after reimbursing work done in multiple areas of the community – smoke detectors, pool flags, light switch in the ladies' room, light bulbs, bulletin board repair, and new pool depth sign.

6. **Unfinished Business:**

- Fire Extinguisher Training Session - will be carried forward to the next meeting.
- The Crime Watch Unit - needs to be a committee effort to set the rules and training steps. This will be considered at the next meeting.
- Document Retention - will be tabled until the next meeting when prices for the hard drive(2) and cloud storage are known and when the protocol has been established and written. Mr. McCabe will establish the protocol with Ms. Thomas input.
- Willow Tree question - Mr. Scheldt will contact Willow Tree to set a time schedule for the work needed to clean the gutters.

7. **New Business:**

Animal Control, Association Rules, and Ramifications if not followed – Mrs. Miller addressed the board concerning her experience of having been bitten by an unrestrained dog in the community. She expressed her concern and wanted to know what she should do to prevent this happening again.

Mr. Picotte read the Association policy regarding the requirement for dogs to be leashed and county and state ordinances as well. He reported that the board is not the policeman for the community. These rules are explained to all new residents prior to their purchase of a unit. Individuals should report violations to their director, Animal Control, and possibly the sheriff. The Board's authority is limited to sending a letter (via RPM) to the unit owners.

The dog owner explained what he has done to restrict the animal, short of euthanizing the pet. He has kept the dog under leash. Should the situation recur, the dog will be put down.

Dogs are not allowed to be tethered in the front or back of an owner's unit without supervision. Should this happen, RPM will send a letter telling the owner not to do this. Repeated violations will require intervention by Animal Control.

The rules about walking pets within the community need to be amended/updated to reflect the fact that pet owners are allowed to walk their pets on the community streets but must pick up any mess left by the pet. Pets **MUST** be leashed when walking through the streets, and electronic leashes are not considered adequate leashing.

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

#1 Remodeling request for 8353 Candlewood was emailed to the board.

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

8322 – 8408 Annwood need a check on the drainage behind their units.

Mr. Scheldt is checking four (4) rat bait stations between 8301 and 8307 Annwood. Unit owners are urged **NOT** to feed critters – squirrels, birds, etc. **DO NOT** scatter peanuts in your yard to feed these critters.

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.

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

Mr. Scheldt will contact Duke Energy regarding a tree which is growing into the transformer behind 8358 Candlewood.

#2 Mr. McCabe had no report.

#3 8439 Brentwood is waiting for a report from Lowes to repair a windowsill.

#7 Mr. Monroe has no report

#8 Mr. Kay reported on the water shut-off and urged everyone to add their email to the list so they will be notified when these situations arise. There is a unit in Association #8 which has separating concrete blocks. Mr. Bolvin will be contacted to repair this.

#9 In Ms. Gallagher's absence, there was no report for #9.

#10 Mr. Bonura had no report other than his bait boxes are working to eliminate rats.

9. **Unit Owners Comments:**

8415 Annwood questioned the protocol for handling property that is left by Trust to relatives and those relatives are not 55 or more. The answer is that anyone under 55 cannot dwell on the property but may own the property. The Trust will be able to find suitable tenants for the property.

10. **Next Meeting**

The next meeting is scheduled for Thursday, May 25, 2023, at 11:00 am, in accordance with the summer schedule.

11. **Adjournment**

There being no further business to come before the board, the meeting was adjourned at 12:21 pm.

Prepared by Gayla Larson, Secretary, on April 27, 2023

Action Items:

- 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 drives.