

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – May 25, 2023 – 11:00 am

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

Unit owners present were Mike Buckley and Catherine Rehberg (#1); Molly Burkholder, Dawn Elsea, Joann Kordas, and Marilyn Sheehan (#7); Nancy Gill and 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 Jeff Kay, the board unanimously ratified the minutes of the April 27, 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:** Ms. Thomas reported that The Pool Works is still on point to begin work on June 5 as scheduled.
- **Pink Wall:** The down payment has been issued and final invoice reviewed and approved for payment. The only item left to perform is sod installation as determined.
- **Water Reimbursement:** Associations 4, 5, and 6 are still in arrears.

3. President's Remarks:

- Mr. Picotte questioned the disposition of the COA income tax and who signed it. Ms. Thomas will follow up and let us know.
- Mr. Picotte also reported that we are having a problem with pool parking (2 slots) from 8 to 8. If people do not abide by the rules for this parking area, they run the risk of being towed.
- Beginning June 5th, the pool will be completely closed. The gates will be chained, and no one may enter the area for safety reasons. The area will not be available even for sunbathing.
- President Picotte stated the need to notify Triangle Pool that we will not need service while the pool area is closed.
- An estimate of \$1,590 has been received for electrifying the flagpole light at the north side of the clubhouse. He recommended that we delay acting on this light replacement until the fall.

Motion: On motion made by Erika Boardman and seconded by Jim McCabe, the board unanimously determined to delay action on the flagpole lighting until the fall.

4. Treasurer/Rec Hall Manager Remarks

- Mr. Kay reported that petty cash is in the hole by \$16.60 and a check has been requested. He turned in \$975 for rental checks, and rentals continue. Unit owners should request a rental for their use ahead of time (three weeks or so) to avoid being refused a particular date.

5. Unfinished Business:

- Fire Extinguisher Training Session -Mr. McCabe has added a video to teach people how to use fire extinguishers as a link under Frequently Asked Questions on our website. Ms. Larson will email all individuals to alert them to this addition.
- The Crime Watch Unit – Mr. Picotte contacted the Sheriff's office. To set up crime watch we must have a committee of three – chair, vice chair, and communication person. Individuals who would like to participate in this "watch" are asked to contact Mr. Picotte. Full information may be found by going to the website: <https://www.pcsoweb.com/program-services/neighborhood-watch>. More information is available on that website which could be of interest to all citizens regarding criminal activity near us. Mr. McCabe will add this link to our website, too.
- Document Retention – The hard drive has been ordered, and Mr. McCabe and his committee will work to

determine which documents need to be retained after protocol input from Ms. Thomas. She found this information on the State of Florida website. Information will be available on our website after this work is completed. Minutes on our website are only kept for twelve months on a revolving basis.

6. **New Business:** None

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

#1 There are two new sales on Candlewood Road, one of which has a 90-lb certified support animal in their home. This is allowed according to State statute regulations.

Motion: On motion made by Mr. McCabe and seconded by Mr. Scheldt, the board approved the sale and welcomed the new residents for 8350 and 8454 Candlewood Road.

Mr. Scheldt continues to work with Mr. Picotte on 8322 – 8408 Annwood regarding drainage behind their units.

Mr. Scheldt has learned that since we are not certified pest control workers, we cannot put out our own rat bait stations. Unit owners are urged **NOT** to feed critters – squirrels, birds, etc. **DO NOT** scatter peanuts in your yard to feed these critters and draw rodent pests to our area.

8431 Brentwood is occupied by individuals who violate our age requirements. After receiving our notice of violation, the people have agreed to move out by June 1st.

Duke Energy has been contacted regarding tree growth incursion in the transformer behind 8358 Candlewood.

The 8-year-old at 8422 Annwood is being watched, and the family is attempting to reunify the grandson with the mother. This will hopefully be resolved in 30 to 45 days.

8352 Candlewood is seeking approval for a new garage door. 8351 Candlewood had a window broken from yesterday's storm, and Mr. Scheldt has replaced the glass.

Motion: On motion made by Mr. McCabe and seconded by Mr. Scheldt, the board unanimously approved the request to replace the garage door at 8352 Candlewood Road at the owner's expense.

#2 Mr. McCabe questioned the non-payment of water bills. Certified notices have been sent to Associations 4, 5, and 6. Cost will be added if attorneys are involved for demand letters. The problem with #6 is a new occurrence. Past difficulties which resulted in mediation has set specific requirements for these associations to follow. Mr. Picotte will send the mediation agreement to Ms. Thomas.

Mr. Picotte requested a meeting be set up with Ms. Dot Thomas for him and Mr. Scheldt regarding various items.

Mr. McCabe questioned the COA expense for the "pink wall." There is no specific budget for such items since the COA budget only covers the clubhouse and pool. Accordingly, charges of this nature are distributed to all associations.

Mr. McCabe requested guidance regarding the inclusion of service and comfort animals for our new resident documents prior to their approval and move-in. According to our general rules, the resident must supply medical evidence of the need for such an animal. The animal must be licensed and up to date on shots. We can update our documents to provide clearer guidelines for this topic.

Mr. McCabe and Mr. Buckley reported that 8359 Candlewood's owner was attacked by a pit bulldog late in the evening. Police were called and have collected the dog. Mr. McCabe urged that we all take extra care when we are walking at night to protect ourselves from such situations.

#3 8433 Brentwood has a leak related to root intrusion into outside pipes. The owner has been emailed, telephoned, and invited to appear at this meeting, but there has been no response to these requests for follow-up.

#7 In Mr. Monroe's absence, Mr. Picotte reported two sales in that association.

Motion: On motion made by Mr. Bonura and seconded by Mr. Kay, the board unanimously approved the application of sales to 8438 and 8444 Brentwood and welcomed the new owners.

8209 Annwood submitted a remodeling/landscaping request, but that request included expansion of the existing patio, and has been withdrawn because the board cannot “give away” common ground. The owner will resubmit a request for landscaping remodeling at a later time.

#8 Mr. Kay reported on soffit replacement which has been completed, cement repair that has been done, and a stop sign on Camshire which was brought down during yesterday’s storm and needs to be replaced. Mr. Kay will take care of this.

McGill Plumbing did a valve replacement for the 2-inch line for the COA and 4 shut-off valves for #8. We will request an updated invoice reflecting charges for each of the two concerns – COA and Association #8.

#9 Ms. Gallagher had no report for #9.

#10 Mr. Bonura had no report for #10.

8. Unit Owners Comments:

Mr. Buckley repeated that all residents need to watch their small animals to avoid their becoming food for the coyotes. If you have a cat, you should keep your cat indoors for the same reason and also for the reason that this is a violation of Pinellas County law.

Ms. Rehberg suggested using animal traps to capture these animals, but we could end up with raccoons and/or individual resident’s animals, and that would not be good.

9. Next Meeting

The next meeting is scheduled for Thursday, June 22, 2023, at 11:00 am, in accordance with the summer schedule.

10. Adjournment

There being no further business to come before the board, the meeting was adjourned at 11:50 pm.

Prepared by Gayla Larson, Secretary, on May 25, 2023

Action Items:

- Follow up on website information regarding fire-extinguisher training session.
- Send information and request for volunteers to all residents regarding crime watch.
- Establish protocol for document digitizing and retention and purchase of external hard drives.