

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – June 22, 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; Jim Monroe, #7; Marci Gallagher, #9; and Frank Bonura, #10. Meghan Thomas, Property Manager, was also present.

Unit owners present were Catherine Rehberg (#1); Karen Ezell, #3; Molly Burkholder, Dawn Elsea, Phil Incerti, and Patti Pierri (#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 Jim McCabe and seconded by Jeff Kay, the board unanimously ratified the minutes of the May 25, 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 has begun their work and that work is proceeding smoothly. An additional item was proposed to the board for lighting in the pool and the board voted unanimously to approve the upgrade. The contractor has been contacted and given approval to do the work.
- **Pink Wall:** Finishing touches are still needed around the wall area, and future cosmetic touches will be decided by the board when the time comes.
- **Lowe's** has requested addresses for units needing windowsill replacement.
- **Water Reimbursement:** Associations 4 and 6 have paid their bills in full. Association #5 is still in arrears with an outstanding bill of \$3,415.31. That association has sent an email to Ms. Thomas indicating that they have received the notice and will pay the bill. As of today, no monies have been received. Per request from McCabe, the future manager's reports will include a statement regarding the payment status of these water bills.
- When June's financials are completed, Ms. Thomas will begin working with the accounting department directly to ensure 2024 budgets are correct and detailed. These will be available to review with individual directors to ensure accuracy.

3. President's Remarks:

- Mr. Picotte briefly reported on the pool renovation to expand on Ms. Thomas' report. The depth markers are in place, and The Pool Works has replaced three lights. Inclement weather halted the work yesterday, but three men are working today.

4. Treasurer/Rec Hall Manager Remarks

- Mr. Kay reported that petty cash is at \$465.04, and he turned in \$110 in rental checks today. There are still outstanding invoices to be collected.
- Mr. Kay will be away June 29 through July 13, 2023, and he will forward his calls to another board member to handle rental requests.
- The McGill Plumbing bill has been resolved and allocated to the individual associations involved.

5. Unfinished Business:

- Document Retention – Work has begun on transferring minutes and required documents to the hard drive. A policy will be presented to the board at the next meeting for their approval. From initial examination, it appears that documents for 1988 to 2000 are somewhat "spotty."

6. New Business: Mr. McCabe questioned the need for a policy regarding unpaid water bills which will keep the board apprised of the follow-up needed. The addition of information in this regard to the manager's report is a good first step. Ms. Thomas stated that RPM follows the outline of the previous arbitration agreement. Mr. Picotte will

provide a copy of the agreement to Mr. McCabe and to Ms. Larson. Mr. McCabe expressed his concern that our financials are running at a deficit.

In an effort to save money, the board requested that future financial reports be sent to the board in electronic form rather than in paper form. The secretary will maintain copies of these reports as well.

Mr. Picotte and Mr. Scheldt repeated the need for a meeting with Dot Thomas and/or Debbie Reinhardt to allow for follow-up on several matters of concern to the board. Ms. Thomas stated she would schedule such a meeting as soon as possible.

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

#1 Mr. Scheldt reported that they continue to find squirrels and now a hawk that have been shot and killed behind homes on Candlewood. The sheriff has been contacted and has spoken to the units behind the fence which are believed to be the source of this gunfire.

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

#2 Mr. McCabe had no additional report.

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

8422 Annwood appeared to address the concern regarding an 8-year-old child living in the unit. In light of the response from Family Support Services, the board made the following decision.

Motion: On motion made by Mr. McCabe and seconded by Ms. Boardman, the board approved an extension of the rules regarding this underage visitor for an additional 180 days. The board will receive an update from Family Support Services and take the necessary action at that time.

#7 With the beginning of the rainy season, Mr. Monroe is starting to receive inquiries regarding water/drainage issues. He will meet with a drainage and a gutter professional shortly to determine the best action to take.

#8 Mr. Kay had no additional report.

#9 Ms. Gallagher had no report.

#10 Mr. Bonura had no report.

8. Unit Owners Comments: No comments

9. Next Meeting

The next meeting is scheduled for Thursday, July 27, 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 am.

Prepared by Gayla Larson, Secretary, on June 23, 2023

Action Items:

- Follow up on requested meeting for Mr. Picotte and Mr. Scheldt with RPM
- Establish and send to board protocol for document digitizing and retention.