

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – July 27, 2023 – 11:00 am

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

Unit owners present were Dave Carlson and Catherine Rehberg (#1); Molly Burkholder, Dawn Elsea, Phil Incerti, Nacho Mella, Patti Pierri, and Marilyn Sheehan (#7); Nancy Gill and Donna McConnell (#8); Carolyn Jarotz (#9); and Anne Bonura (#10).

A quorum being present, Acting President Scheldt 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 June 22, 2023, meeting as presented and previously approved via email.

2. Property Manager's Report/Remarks

Meghan Thomas delivered the financial summary and her Manager's Report as follows:

- **Swimming Pool:** The pool has been completed and is open for use. The final invoice has been received at RPM and needs to be expensed when final payment is approved.
- Ms. Thomas is currently working on each association's proposed budget for 2024. She will schedule an appointment with each director to walk through the numbers and make any necessary changes as directed. Once each individual budget is done, she will work with the whole board to ensure each budget is acceptable.
- **Delinquent water bills:** The outstanding monies owed by Chateaux #5 has been satisfied, and a check dated July 6, 2023, was received in the amount of \$3,415.31.
- **United Air:** The company has provided their refund and closed their account with the COA; so, this should not be an issue going forward.
- **Storage boxes:** Storage is charged to each association for items that have been there prior to the request to pull them. Ms. Thomas provided a report to the directors and received only one confirmation back from #10 to pull their boxes out of storage. If the boxes are approved to be pulled, they can be delivered directly to the clubhouse. Remaining are Assn #1 – 15, Assn #2 – 14, Assn #3 – 16, Assn #7 – 16, Assn #8 – 16, Assn #9 – 15, Assn #10 – 17, COA – 27 boxes respectively, for a total of 136 boxes. Mr. McCabe requested that the delivery be delayed until we have time to clear what we already have. When delivered, the boxes can be placed in the clubhouse main room against the east wall and covered with a sheet until they can be sorted and disposed of.

3. President's Remarks:

- Mr. Scheldt briefly reported on the pool renovation and reported that the pool reopened on July 22, 2023. Triangle Pool has resumed their maintenance of the pool, and they have prorated our bill for the time when the pool was closed. There were some small additional expenses for electrical repair.

4. Treasurer/Rec Hall Manager Remarks

- Mr. Kay reported that petty cash is at \$366.82, and he turned in several checks for rentals today in the amount of \$2,000.
- Although the pool is open, we must report that inspection is done daily and recorded for the county. There are some pool monitors that have WiFi capability. We only monitor 3 days a week which will cause a violation, but we will never be shut down when Triangle is physically recording 3 days a week.
- Mr. Kay has been notified that the light in the men's bathroom shower is out, and he is working to have it repaired.

5. Unfinished Business and New Business: Mr. McCabe reported that we are working to clear our stored documents and digitally place them on our new hard drive. The stored documents need to be examined to determine if we already have digital copies on file. Ms. Larson prepared the *Record Retention Protocol* which will become our guideline going forward.

Ms. Larson reported on comments she had received from residents requesting that we restrict pool usage for adults in the morning and visitors/children in the afternoon. It was suggested that this would need examination by our attorney, but further discussion is needed. Noise and bad language should be prohibited all the time. Mr. Kay said that while he will not police the pool, if people have complaints they should call him, and he will go to the pool and address the issue.

Just before the end of the meeting (but recorded here out of order), the board opened discussion regarding Willow Tree and trash pickup. As part of that discussion, it was determined that the board would request via RPM requests for proposal (RFP) from landscaping people noting that we are asking for trash pickup as a part of the proposal, or we may need two separate RFPs – one for lawn service and one for trash pickup.

Motion: On motion made by Mr. Bonura, seconded by Mr. McCabe, and unanimously approved, Ms. Thomas will prepare an RFP form for board approval. Mr. McCabe stated that we should be requesting proposals for everything for which we require service.

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

#1 **Motion:** on motion made by Mr. McCabe and seconded by Mr. Bonura, the board ratified the approval of window installation for 8350 Candlewood.

Mr. Scheldt continues to work to satisfy requests for minor tree trimming as the situation warrants. The sale of 8431 Brentwood (Chambers/Mann) has been approved by the board.

#2 Mr. McCabe had no additional report.

#3 Ms. Boardman is absent, and there is no report.

#7 Mr. Monroe is absent and has no report, but the board approved the new sales as follows:

Motion: On motion made by Frank Bonura and seconded by Jim McCabe, the sales of 8438 Brentwood and 8210 Annwood were unanimously ratified as previously voted for by email.

Motion: On motion made by Jim McCabe and seconded by Jeff Kay, the board unanimously ratified (previously approved by email) the request for window replacement for 8209 Annwood at the owner's expense.

#8 Mr. Kay had no additional report.

#9 Ms. Gallagher has a request for downspout repair and gutter cleaning. Mr. Scheldt will take care of this. She has a resident (8090 Candlewood) who wants to use the pool area shower for himself while his bath is being repaired. It is his responsibility to go to RPM for a key to the pool.

#10 Mr. Bonura requested the following ratifications.

Motion: On motion made by Frank Bonura and duly seconded, the board unanimously ratified the 8254 Annwood remodeling request.

8252 Annwood has withdrawn their remodeling request.

7. **Unit Owners Comments:**

Ms. Pierri stated that she was concerned about 2 men behind 8213 Annwood. Mr. Scheldt explained that Mr. Monroe had requested an estimate for installing drainage there; so, the presence of those men is part of that work.

8. **Next Meeting**

The next meeting is scheduled for Thursday, August 24, 2023, at 11:00 am, in accordance with the summer schedule.

9. **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 July 27, 2023

Action Items:

- Ms. Larson and Mr. McCabe will continue to examine documents for digital retention evaluation.
- Ms. Thomas will prepare a sample RFP for board approval for lawn care and trash disposal.