

APPROVED MINUTES  
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.  
REGULAR MEETING – August 24, 2023 – 11:00 am

**Present** were; Howard Picotte, President, At Large; John Scheldt, Vice President, #1; Gayla Larson, Secretary, At Large; 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 along with Kimberly Gosselin and Emily Haight, representatives from Resource Property Management.

Unit owners present were Mike Buckley, Catherine Rehberg, and Richard Sanford (#1); Cathy Duchow (#2); Dawn Elsea, Phil Incerti, 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 July 27, 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:

- **Budget:** Ms. Thomas is currently working on each association's proposed budget for 2024. She is planning to make 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 the budget is acceptable. All budgets have been approved by her supervisor and will be ready for individual and group review going forward. December 7<sup>th</sup> will be the date for the Annual Budget meeting with all unit owners.
- **Maternity Leave:** This will be Ms. Thomas' last meeting prior to maternity leave. Kimberly Gosselin will be our point of contact for the month of September. Ms. Thomas is not expected to return to work until after 10/01/2023. She will send an email with her contact information so that everyone is on the same page. Emily Haight will remain in full action this period.
- **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. This item has stayed on the updates as no decision has been made to have the boxes delivered to the property.
- **Pool Works Overpayment:** It has come to Ms. Thomas attention that there was an overpayment supplied to the Pool Works for the pool project. She has contacted Sandi Ball for an audit of all money received versus the contract costs that were approved by the COA. She will provide a report on this amount as soon as possible.
- **Key Deposits:** There are \$520.26 in key deposits on the balance sheet, but there is no identifiable deposit information to correspond with this liability. Ms. Thomas will review this with the board during budget discussion.

3. **President's Remarks:**

- Mr. Picotte delivered a document regarding "Aging of our Clubhouse" to the board for their review and study.
- Mr. Picotte stated that there are no complaints on file against Willow Tree, and he questioned the need for a request for proposal which was discussed at the last meeting. The format has not been prepared by RPM as yet. That form will be approved by the board prior to its dispersal.
- He noted that lighting for the flagpole's need for light fixture needs to be added to the next meeting for discussion.
- People are asking to use the shuffleboard courts, but the discs will not slide. Mr. Picotte will obtain a bid for the repair of the court to be approved at the next meeting.
- Mr. Picotte questioned the overpayment and thanked Ms. Thomas for following up on this overpayment. Additionally, he wants a final notarized release of lien and guarantee support for

the finalization of the pool project. Ms. Thomas will get this information to send to the board.

- He questioned the inclusion of the fire extinguisher cost for examination in the new budget.
- Mr. Picotte expanded on the request of Ms. Thomas to move the clubhouse rental monies to the general fund. He does not agree with this being done and it will be further discussed during the budget talks.

Mr. McCabe expressed his concerns with monitoring of our payments/overpayments. He feels that RPM should be doing a better job of watching and safeguarding our bills and payments. Ms. Thomas will prepare the landscaping and trash removal companies overview for board review.

#### 4. Treasurer/Rec Hall Manager Remarks

- Mr. Kay reported that petty cash is at \$285.21, and he turned in several checks for rentals today in the amount of \$1,150. Still have monies coming in. If unit owners want to rent the hall, they must reserve in advance.
- Although the pool project has been completed, we only check chemicals three times a week. In accordance with guidance from Ms. Thomas, three-time-a-week chemical inspection is sufficient.

#### 5. Director Comments, Improvements, Remodeling and/or Sales/Leases

- #1 **Motion:** On motion made by Mr. McCabe and seconded by Mr. Bonura, the board unanimously ratified the approval of tree removal from 8405 Annwood at the owners' expense.
- #2 **Motion:** On motion made by Mr. McCabe and seconded by Ms. Larson, the board unanimously ratified the approval of roof replacement at the owners' expense at 8415 Annwood.
- #3 Ms. Boardman reported that there is a driveway at 8424 Annwood with driveway maintenance issues. Ms. Thomas will follow up action on this driveway issue.
- #7 Mr. Picotte reported for Mr. Monroe.  
8438 Brentwood has a problem with sewer lines. He is in the process of following up on this situation. Additionally, he repaired the plugged downspout there.
- #8 Mr. Kay has a downspout issue at 8077 Brentwood. 8080 Annwood has sold, and an interview is scheduled for tomorrow for the new owners.
- #9 Ms. Gallagher reported 8090 Candlewood has a clogged downspout, and 8096 Candlewood has an outside faucet leak. Mr. Scheldt will follow up on these problems.
- #10 Mr. Bonura had no report.

Ms. Thomas again mentioned the reported problem with "brush" inclusion in some gutters for clog protection. Mr. Picotte reported that Willow Trees stated this is not a problem.

#### 6. Unit Owners Comments:

Ms. Pierri stated that she is concerned about the unit owner at 8215 Annwood who is experiencing some health problems. This person has life alert but has no telephone. She wants to know if the board can take action on this issue to prevent any further problems for this owner. Mr. Scheldt has contacted family support, but there is nothing that the board can do for this individual. It is the responsibility of her family members. Ms. Thomas will investigate who is paying the maintenance fees to see if they can be contacted to help this individual.

#### 7. Next Meeting

The next meeting is scheduled for Thursday, September 28, 2023, at 11:00 am, in accordance with the summer schedule.

#### 8. Adjournment

There being no further business to come before the board, the meeting was adjourned at 11:48 am.

Prepared by Gayla Larson, Secretary, on August 25, 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.
- Ms. Thomas will follow up on The Pool Works overpayment.
- Ms. Thomas will follow up on action for 8424 Annwood driveway maintenance needs