

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – November 16, 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; Jim Monroe, #7; Marci Gallagher, #9; and Frank Bonura, #10. Meghan Thomas, Property Manager, was also present.

Unit owners present were Mike Chambers and Catherine Rehberg (#1); Cathy Duchow (#2); Molly Burkholder, Barry Dennis, Dawn Elsea, Kathy LeBerth, Nacho Mella, Patty Pierrri, and Marilyn Sheehan (#7); Donna McConnell (#8); Carolyn Jarotz (#9); and Anne Bonura (#10). Randy Wilson (#1) and John LoSchiavo (#10) were also present via computer Microsoft Teams.

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 Frank Bonura, the board unanimously ratified the minutes of the October 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:

- **Budgets** – Notices of the budget have been mailed to all members along with the second notice of the Annual Meeting. Any additional updates on this matter will be concluded after the meeting on December 7, 2023.
- **Storage Boxes** – The following boxes remain in storage: 15 (#1), 14 (#2); 16 (#3); 16 (#7); 16 (#8); 15 (#9); and 27 (COA).
- **Insurance Proposals** – Updated summaries have been provided by the insurance company, and policies have been approved by the individual associations. Ms. Thomas delivered recaps to each director at this meeting.
- **Proxies** – are being received by the members and recorded for the meeting on December 7th. There will be no election, as the number of letters of intent matches the positions available. Emily and Linda will assist Ms. Thomas during the annual meeting to ensure a speedy and efficient meeting.

3. **President's Remarks:** Mr. Picotte extended the thanks of the Board to Resource Management and their staff for their work in preparing our budget information. Additionally, Mr. Picotte extended the thanks of the Board for the work done by Don Steppie and Bob Ramey from the Men's Saturday Coffee group for their work in helping Mr. Picotte and Mr. Scheldt dig the trench to carry cable to light the flagpole.

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

- Mr. Kay echoed Mr. Picotte's thanks to the Saturday Men's Group. Additionally, he reported that petty cash is currently at \$192.53. Hall rental fees continue to flow into the association. The shuffleboard courts have been resurfaced.

5. **Unfinished Business**

- RFP for lawn care and trash disposal continues on hold. However, the board will plan an "expectations" meeting with Willow Tree in January 2024 to discuss the renewal of their contract. Mr. Scheldt and Mr. McCabe have had discussions with Willow Tree regarding trimming and landscaping needs. Discussion needs to be held regarding trash pickup with any contract renewal.

Motion: On motion made by Mr. Kay and seconded by Mr. Bonura, the board agreed to leave this on the agenda for the first meeting in January 2024.

- 8358 Candlewood brush/tree debris Mr. Scheldt contacted Lewis Tree Service and they have corrected the situation left with us for landscaping debris. Lewis Tree Service has returned and cleaned the debris as required and requested. Because this cleanup was completed, it was not necessary to request our attorney to prepare a letter of complaint to Duke Energy.

6. **New Business:** There was none.

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

#1 No additional report.

#2 Remodeling and landscaping requests.

Motion: On motion made by Mr. McCabe and seconded by Mr. Bonura, the Board unanimously ratified the request from 8415 Annwood previously approved by email.

Motion: On motion made by Mr. McCabe and seconded by Mr. Bonura, the Board unanimously ratified the request from 8369 Candlewood previously approved by email.

Mr. McCabe reported that the Board needs to consider preparing a list of "approved" shrubs and trees for unit owners

wishing to change/improve their landscaping. This can be prepared from consultation with Willow Tree. This would be for planting done for the common area as well as individual associations.

#3 No report.

#7 Mr. Monroe reported that he is holding an Association #7 meeting this evening to discuss the new budget and changes that need to be made.

#8 Mr. Kay stated that #8 may not have a termite contract. He would like to tag onto other associations when they have termite inspections in the next year. Mr. Kay asked about the Christmas gifts for Willow Tree.

Motion: On motion made by Mr. McCabe and seconded by Mr. Picotte, the Board unanimously agreed to give \$25 for each of the eight workers and \$50 for Mr. Wickham, a total of \$250.

#9 Ms. Gallagher reported that 8094 Candlewood has a dead pine tree behind the house. Mr. Scheldt will take care of this need. It was suggested that she contact S & S for tree removal.

#10 Remodeling and landscaping request.

Motion: On motion made by Mr. Bonura, seconded by Mr. Picotte, the Board unanimously approved the request for new windows in 8352 Annwood Road previously approved by email.

8. **Unit Owners Comments:**

Ms. Sheehan requested someone repair/examine the metal box in her backyard – behind 8225 – 8227 Annwood. Mr. Scheldt will take care of this.

Ms. Rehberg reported that the card room Bardmoor exit door has a crack in it and light can be seen through it. This is in the bottom panel of the door. All the doors may need to be upgraded to meet hurricane standards, and Mr. Picotte will take a look at it.

9. **Next Meeting**

The next meeting is scheduled for Thursday, December 7, 2023, at 11:00 am, for the Annual Meeting.

10. **Adjournment**

There being no further business to come before the board, the meeting was adjourned at 11:27 am.

The December meetings will be held on December 7 and December 21, respectively. Additionally, the Annual Meeting(s) will be held on December 7, 2023, at times which were announced via USPS mail from Resource Property Management. All unit owners received their second notice of meeting coming from Resource Property Management's office. This packet of information contained the budget for 2024 as well as the increase in maintenance fees.

Prepared by Gayla Larson, Secretary, on November 16, 2023