

APPROVED MINUTES  
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.  
REGULAR MEETING – January 18, 2024 – 11:00 am

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

Unit owners present were Dave Carlson and Sally Weeks (#1); Ray Kerker and Vicky Rogers (#2); Molly Burkholder, Barry Dennis, Dawn Elsea, JoAnn Kordas, Patti Pierri, and Marilyn Sheehan (#7); Donna McConnell (#8); Carolyn Jarotz (#9); and Anne Bonura (#10). Due to computer difficulties, there were no owners present via Zoom.

A quorum being present, President Picotte called the meeting to order at 11:00 am.

Members in attendance signed the annual Code of Conduct and Disclosure of Interest. Absent members will sign at the next meeting and the signed documents will then be posted on the website.

1. **Minutes**

**Motion:** On motion made by Frank Bonura and seconded by John Scheldt, the board unanimously ratified the minutes of the November 16, 2023, meeting as presented and previously approved via email.

2. **Property Manager's Report/Remarks**

Meghan Thomas delivered her Manager's Report as follows:

- **Tree Work** around the community is being completed with information being sent to directors regarding companies which can pick up trash along with their work for landscaping and lawn care.
- **Year-end financial statements** have been signed, and the books closed for the year.
- **New computer system** is being installed and will shortly be accessible by Board members. Portal keys will be available by the end of the month. This transition has delayed deposit of management fees to the various banks.

3. **President's Remarks:** Mr. Picotte requested clarification on the returned check fee from The Pool Works. This matter has been rectified, and RPM is working to have the fee refunded.

With the beginning of the New Year, President Picotte reported briefly on items that will occur in this fiscal year. The 56 new fire extinguishers along with the five fire hydrants will need to be inspected for the year by April. Palm trimming is usually done in April as well, and a cost/appointment needs to be firm by the next meeting.

Boxes containing elderly documents are currently stored at RPM. These will be brought to the clubhouse, and directors will go through the boxes and determine which documents may be shredded. This will save storage fees for the COA.

With the shift to the once-a-month meeting format, Mr. Picotte stated that bill paying should no longer require presentation/approval by the full board when only one association is involved. For bills that are for the COA, the board will still approve these bills, they will be sent to the president, and this will be the process going forward.

Annual painting of buildings will resume this year. Associations 2 and 7 are on the schedule this year, but Association 2 will likely not paint until after their roofing is done.

A/C units in the clubhouse will need their annual check-ups.

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

Mr. Kay reported that rental payments are up-to-date, and petty cash is currently at \$86.50. Hall rental fees continue to flow into the association. James Roofing was contacted regarding a possible leak and repair needed for the roof of the clubhouse. If the entire roof is replaced, an initial bid received was for \$64,995, but when the leak is found, it may only require a patch to be done. If the entire roof needs replacement, three bids will be solicited, and the board will report on that process. The holiday gifts to certain members of the Willow Tree staff have been distributed for a total of \$225.

5. **Unfinished Business**

RFP for lawn care and trash disposal continues on hold. However, President Picotte spoke strongly in favor of keeping the current contract with Willow Tree, and stated his belief that the proposed RFP should be cancelled and removed from the to-do list for the Board.

**Motion:** On motion made by Mr. Picotte and seconded by Ms. Boardman, the board agreed to cancel consideration of an RFP and leave the contract with Willow Tree in place. Two board members voted no, and five members voted in favor of remaining as a customer of Willow Tree.

6. **New Business:**

**8239 Brentwood Sale:** On motion made by Jeff Kay and seconded by John Scheldt, the board unanimously approved this sale of property. The buyer is the father of a disabled son (who will also reside in this unit), but the father meets the requirements for this sale.

**Discussion of Plants and Planting:** Mr. Bonura presented a copy of a catalog from the University of Florida and stated that unit owners wanting to plant on their properties should follow this guidance. This catalog will stipulate guidelines for owners in their planting efforts regarding recommended plants for our area as well as invasive plants which must be avoided. This guidance will be in addition to the rules outlined in our landscaping documents. There will be 2 copies in the library, and each director will have a copy.

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

#1 **8347 Brentwood rental:** On motion made by Mr. Picotte, seconded by Jim Monroe, the board unanimously approved the ratification of this rental.

#2 In Mr. McCabe's absence, there was no report.

#3 On motion made by Ms. Boardman and duly seconded, the board ratified the request for plumbing work at 8416 Annwood. This approval will include work to be done on 8424 Annwood.

Termite inspection was conducted for Association #3 with three units unresponsive and inaccessible.

8416 Annwood has a cedar tree hitting her roof, and Mr. Scheldt stated he would look at it and take care of this.

#7 On motion made by Mr. Scheldt and duly seconded, the board ratified the remodeling request for 8209 Annwood.

#8 No report.

#9 No report.

#10 No report.

8. **Unit Owners Comments: There were none.**

9. **Next Meeting**

The next regular meeting is scheduled for Thursday, February 15, 2024, at 11:00 am.

10. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 11:33 am.

Prepared by Gayla Larson, Secretary, on January 18, 2024