

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – February 15, 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; Jim McCabe, #2; Erika Boardman, #3; Marcy Gallagher, #9; and Frank Bonura, #10. Jim Monroe, #7, was absent. Meghan Thomas, Property Manager, was also present.

Unit owners present were Sharon Baur and Catherine Rehberg (#1); Cathy Duchow (#2); Dawn Elsea, Phil Incerti, JoAnn Kordas, Patti Pierri, and Marilyn Sheehan (#7); Dick & Pat Carmen, and Marge Rafferty (#8); Carolyn Jarotz (#9); and Anne Bonura (#10). Although published, 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.

Previously absent board members signed the annual Code of Conduct and Disclosure of Interest, and the signed documents will now be posted on the website.

2. **Minutes**

Motion: On motion made by Jim McCabe and seconded by John Scheldt, the board unanimously ratified the minutes of the January 18, 2024, meeting as presented and previously approved via email.

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

Meghan Thomas delivered her Manager's Report as follows:

- **The year-end financial statement** has not been completed, but unit owners will receive notice by mail when it is.
- **All storage boxes** have now been delivered to the Association and there will be no additional charges going forward.
- **The Pool Works:** RPM is still working to attempt to collect a refund on the bank charge for an erroneously stopped payment.
- **Great Florida Insurance** company has requested information on our policies in order to review our coverage and determine if we are correctly covered. The board requested that this representative come to the next board meeting and make a presentation on what they plan to do.
- **New Software:** RPM's new software has been installed and unit owners will soon receive instructions for their individual sign-in information. It is anticipated that this software will enable unit owners to check on their files regarding payments, forms, and documents. They hope to release the sign-ins to the unit owners by the end of February.
- **Palm Tree Trimming:** Two quotes have been received, and Prime Scape submitted the best estimate.
Motion: On motion made by Jeff Kay and seconded by John Scheldt, the board unanimously approved the bid from Prime Scape to do palm tree trimming in March.

4. **President's Remarks:** Mr. Picotte reported that association directors have been clearing the storage boxes to dispose of unnecessary records. Associations 7 and 9 still have boxes that need to be cleared of old records. Willow Tree has accommodated us by taking the old records to the incinerator a little at a time.

Mr. Picotte noted that Ms. Larson and Mr. McCabe do not have backups available to replace them should something happen to them.

Howard noted Donna Whittington's remarks that there are empty boxes available for unit owners use in the library. Any boxes not claimed will be recycled. Additionally, she asked if we could have a day of cleanup in the future. Mr. Picotte and Mr. Scheldt will handle this. Mr. Picotte will also repair the door in the card room.

Fire extinguishers and fire hydrants must be inspected annually. We own 5 hydrants as well as 51 individual building extinguishers. Ms. Thomas will handle setting up these inspections.

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

Mr. Kay reported that rental payments are incoming regularly, and petty cash is currently at \$16.53. Hall rental fees continue to flow into the association. Unit owners are urged to make clubhouse rental plans in advance as the use of the hall continues apace.

Mr. Scheldt has repaired the clubhouse entry door.

6. **Unfinished Business:** None

7. **New Business:** None

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

- #1 **8350 Candlewood:** This unit owner has safety concerns regarding the fencing gap behind Associations 4 & 5. Mr. Scheldt has measured the gap behind Association 4 and behind Candlewood Road units. That association is aware of the problem, but people are still coming through the fence gap. We cannot legally repair the fence because we would be trespassing on their property to do such a repair. In order to secure her own safety, the unit owner has determined that they will install a much stronger back storm door for her unit at her expense. RPM will send a letter to the associations requesting that they repair the fence.
- **8360 Candlewood** is asking to put a dumpster on their driveway for several days.
Motion: On motion made by Jim McCabe and seconded by Jeff Kay, the board approved the installation of a dumpster on the driveway mentioned to enable the clean-out of the unit.
- #2 Mr. McCabe reported that the website is being well used. We had 480 people visit the website in January alone. Brentwood units will be re-roofed shortly. This project will include new gutters at a cost of \$80,000 to Association #2.
 Unit 8428 Brentwood has been sold and must have the flat roof rebuilt at the unit owner's expense. An application for a new owner is in the hands of RPM.
Motion: On motion made by Erika Boardman and seconded by John Scheldt, the request to remodel the flat roof was approved unanimously.
Motion: On motion made by Erika Boardman and seconded by Howard Picotte, the new gutters for 8425 Brentwood were unanimously approved.
 Mr. McCabe reported that with new coding, doors leading from the unit to the garage are required to be made of steel. This will only become an issue if and when unit owners change/replace that door.
- #3 Ms. Boardman reported that a truck parked on the lot between 8408 and 8410 Annwood has been abandoned in place for over a year. The owner is deceased, and the family has been notified. Further action is pending. All plumbing issues at 8416 Annwood have been resolved. 8416 has experienced many plumbing issues, and the latest camera inspection found roots and blockage. Association #3 is paying for this and a prior repair. However, the unit owner's family is requesting relief from an even earlier repair bill. (The COA is only responsible for water/sewer line repair under the unit from the wall out. When experiencing a water/sewer problem, it is the owner's responsibility to notify and work with the director of their association.) The board determined that the earlier repair was done at the owner's cost because there was no proof at that time that the problem was external. Mr. McCabe stated that the board needs to develop procedural guidelines and a process for owners to follow regarding such plumbing repairs.
- #7 In Mr. Monroe's absence, there was no report.
 #8 No report.
 #9 No report.
 #10 No report.
9. **Unit Owners Comments:** There were none. When an appraisal of the association is done, it does not require entry into each owner's unit. If wind mitigation is done, it may be necessary for the inspector to enter the unit.
10. **Next Meeting**
 The next regular meeting is scheduled for Thursday, March 21, 2024, at 11:00 am.
11. **Adjournment**
 There being no further business to come before the board, the meeting adjourned at 12:05 pm.

Prepared by Gayla Larson, Secretary, on February 16, 2024