

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR MEETING – May 16, 2024 – 11:00 am

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

Unit owners present were Dave Carlson, Ellen Merkow, Catherine Rehberg, Richard Sanford, Sally Weeks, Donna Wigington, and a unit owner with an Illegible Signature (#1); Cathy Duchow and Fred Tarr (#2); Gary Burgess, Dawn Elsea, Phil Incerti, Patti Pierri, and Marilyn Sheehan (#7); Dick Carmen, and Nancy Gill (#8); Carolyn Jarotz (#9). There were no owners present electronically.

A quorum being present, Vice 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 April 18, 2024, meeting as presented and previously approved via email.

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

Meghan Thomas delivered her Manager's Report as follows: Financial statements through April have been posted on the website.

➤ **Vendor Meeting Updates.** Unknown to Ms. Thomas, Pye Barker did an inspection of fire extinguishers without board or RPM approval and submitted an invoice. She is following up on this matter since we did not approve the inspection. Ms. Thomas will work with CINTAS to complete the required inspections and replacement of failed extinguishers and will report to the board tomorrow.

Motion: On motion made by Jim McCabe and seconded by Frank Bonura, the board unanimously ratified the CINTAS bid for fire extinguisher and fire hydrant inspections as previously voted on via email.

➤ **Pool Key Requests:** The company which produced the keys before has gone out of business. The keys that we use are no longer manufactured. We will, consequently, be investigating a replacement option – either lock cylinder replacement with new keys, punch buttons, or key fobs, etc.

➤ **Pool Heating:** Ms. Thomas is working with Symbiont Service Corp. regarding pool heater estimates along with Expert Pool Service and Rick's Pool Service. During their examination it was determined we may need a new breaker box in the pool area. Other pool heating options are still under investigation – geothermal as well as electrical and perhaps gas.

Motion: On motion made by Frank Bonura and seconded by Jim McCabe, the board unanimously approved the authorization of RPM to search for new key vendors/options.

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

Having given his report to Mr. Scheldt, Mr. Kay stated that there is \$425.94 in petty cash. Additionally, Mr. Scheldt gave \$1,080 in rental checks to Meghan for deposit.

The church currently renting our clubhouse has questioned the delay in depositing two of their checks (#6811 and #6824). Ms. Thomas will investigate and report back to the board.

The Health Department issued a failure for flow rate for our pool, which report also went to Triangle Pool. Ms. Thomas will follow up on this issue. This must be corrected by June 6 to avoid a \$40 fine, but it should have already been rectified.

The county also dinged us for 3-day versus 5-day reporting on chemical levels. We will examine the possibility of adding a digital chemical reader for our pool, but Triangle Pool will need to be aware of this.

4. **Unfinished Business: Already handled.**

5. **New Business:** Mr. McCabe presented a suggested "*Contract of Expectations*" for vendor agreement when vendors work with our association(s). While he is planning to utilize this form going forward, he is asking for feedback from the board. Notice of contractor's lien is "normal" at a certain level of work cost being done. Ms. Thomas will secure the cancellation of lien/release of the current contractor's lien for a Candlewood unit owner. In this same vein, he has had to cancel a paint contract (After Hours Painting) for their expected work. Directors should all know about vendors who do not meet the standards set by our Association. It was suggested that we add a list to the website of approved/recommended vendors for work we need to be done – roofing, painting, landscaping/tree maintenance, plumbing, etc. Ms. Thomas will check with our insurance company regarding the possible application of Roof Max Sealing to prolong the life of current

roofing situations. Mr. Scheldt reported that the roofs which are in the worst condition will be replaced first.

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

#1 **8368 Candlewood:** gutter leaf guard installation approved by email vote.

Motion: On motion made by Mr. McCabe and duly seconded, the email vote for approval of this request was unanimously ratified.

8347 Brentwood new owner: Lengthy discussion of the time for occupancy required prior to renting a newly purchased unit ensued, and possibly securing of a legal opinion was discussed. According to current understanding of documentation, the new owners may immediately lease/rent their newly purchased unit, but rentals must be for at least three months. This is a concern of Associations 1 and 7. We need clarification by attorneys.

Motion: On motion made by Jim McCabe and duly seconded, the board unanimously approved the acceptance of the new owners.

#2 **Maintenance Concerns:** Mr. McCabe questioned whether we have an on-going list/schedule of necessary repairs/updates to various items within the property. Ms. Thomas will follow up on this concern.

#3 **Questions:** Ms. Boardman can contact Willow Tree independently regarding gutter cleaning knowing they will not clean downspouts. A resident has concerns about flies in their unit. The pest control person who came said there are no termites but probably a dead animal in the attic. Ms. Thomas stated they should determine if there are any gaps in the fascia. If there is a hole in the soffit or the animal gained entrance through the roof vent, it is an association responsibility.

#7 **8313 Annwood** – request for estate sale approved earlier via email.

Motion: On motion made by Jim Monroe and duly seconded, the board ratified the earlier approval for the estate sale.

Association 7 Meeting: Mr. Monroe is hosting a meeting of unit owners on May 21 to discuss tree removal/replacement, potential assessments, and painting schedules.

#8 Mr. Kay is looking at tree limbs that may need to be trimmed prior to hurricane season.

#9 No report in Ms. Gallagher's absence.

#10 No report.

7. **Unit Owners Comments:** A unit owner reported that the pool is currently heavily infected with algae. Triangle Pool must be contacted to correct this at once.

Another owner (8412 Annwood) reported that her sprinklers are not working, and a tree close to her roof (heavy with Spanish moss) is disturbing her sleep. Mr. Scheldt will take care of trimming the tree and contacting Willow Tree regarding the sprinkler. While she wants a new palm tree planted, it will only be done at the unit owner's expense.

8. **Next Meeting**

The next regular meeting is scheduled for Thursday, June 20, 2024, at 11:00 am.

9. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 12:05 pm.

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