

UNAPPROVED MINUTES  
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.  
REGULAR BOARD MEETING – June 19, 2025 – 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; James Monroe, #7; Marci Gallagher, #9; and Frank Bonura, #10. Tony Serrano, Property Manager, was also present.

Unit owners present were Catherine Rehberg, Sally Weeks, and Rogert Wilson, #1; Cathy Duchow, #2; JoAnn Kordas, Nacho Mella, and Marilyn Sheehan, #7; Carolyn Jarotz, #9; and Anne Bonura, #10.

1. A quorum being present, President Picotte called the meeting to order at 11:01 am. The agenda for the meeting was approved as presented.

2. **Minutes**

**Motion:** On motion made by Ms. Boardman and seconded by Mr. Bonura, the board unanimously ratified the minutes of the May 15, 2025, meeting which had been emailed as unapproved minutes in May.

3. **Property Manager's Report on Vendor Meetings**

- Open and delinquent water and sewer bills were sent to Chateaux de Bardmoor Associations 4 and 5, and this matter should be resolved by the end of this month;
- Arbor Bay will begin work at Chateaux de Bardmoor Association 7 on June 23<sup>rd</sup>.
- Mr. Serrano presented a petty cash reimbursement check to Mr. Kay in the amount of \$593;
- Tony notified Director Scheldt regarding a water line break behind Unit 8364 Candlewood Rd., Association 1, and Mr. Scheldt completed the repair with assistance from Mr. Picotte;
- Tony called James Roofing to repair flashing and shingles on 8441 Brentwood Rd, Association 3;
- Ms. Barrows provided Ms. Larson with May 2025 monthly financials for all associations;
- Mr. Serrano worked with Accounts Receivable to correct the over drafting of special assessment funds for Chateaux de Bardmoor Association 7;
- Mr. Serrano provided Associations 1, 2, 7, and 9 with FPAT insurance valuation proposals for their review and signing;
- Prime-Scape Services completed trimming of palm trees for the common areas.
- Mr. Serrano provided **Hurricane Plans** for all associations, and the plan has been emailed to unit owners and posted on the website.

4. **President's Report** President Picotte suggested the board approve the purchase of a laptop computer, property of Chateaux de Bardmoor, for use by the COA secretary.

**Motion:** On motion made by Mr. Bonura and seconded by Ms. Gallagher, the board unanimously approved the purchase of a computer, belonging to the COA, for use by the secretary. Mr. McCabe and Ms. Larson will work to order such a unit, as necessary.

Mr. Picotte reported on the complaints he has received regarding declining services and general dissatisfaction with Willow Tree. The RFP which Mr. Picotte has from prior anticipated proposals will be reviewed and updated by the Board. Included in the new RFP will be the waste hauling needs of our communities.

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

Mr. Kay reported petty cash is full at \$500. We have received signed contracts for voting services at the hall for 2026. Mr. Kay turned over \$1,575 for rental fees to Mr. Serrano.

One of our owners has volunteered to repaint the ladies restroom and the clubhouse as soon as paint selections are made.

The doors in the card room, which need to be repaired, will require chemical striping and will likely begin next week when nothing is scheduled in the room.

There was a roof leak in the library and Blue Sky responded immediately to make the repair. The necessary repairs have been completed, and the ceiling tiles will be replaced shortly.

There were reports of rocks in the pool, the perpetrator of which is unidentified. Mr. Kay requested everyone

stay vigilant regarding the pool and its maintenance. Flags have been raised to discourage the ducks from swimming in the pool. An announcement was sent to all Associations to remind everyone to follow the rules about children who are not potty trained using the pool.

6. **Unfinished Business:** None

7. **New Business:** .

- **Collection Policy** - suggested by RPM: Mr. Serrano has sought legal advice, and we have been advised that the board has the authority to establish such a policy without changing our filed documentation. All that is required is board approval as an addition to our rules and regulations. Once approved by the board, the policy will be added to our packet of required new resident documents both at RPM and on our website. While this is not currently urgent for our unit owners, it is believed this will insure that late-paying owners will understand the policies and ramifications of such late-payment.

**Motion:** On motion made by Mr. McCabe and seconded by Mr. Kay, the board unanimously agreed to this addition to our general rules and regulations.

- **Grounds Committee Creation** – as suggested at our last meeting, the board discussed the formation of a grounds committee, comprised of board members, to review and recommend vendors as needed. This committee will establish guidelines for review timing and selection recommendations.

**Motion:** On motion made by Mr. McCabe and seconded by Ms. Larson, the board unanimously agreed to the formation of such a committee with a minimum of three members.

Volunteers are Mr. Kay, Mr. McCabe, Mr. Monroe, and Mr. Scheldt. Ms. Larson will forward copies of existing contracts to the committee members for their study, and she will attend meetings to record minutes. The committee will set to work and will present a review at the next meeting (July 17).

- **Kitchen Stove Replacement** – The board briefly discussed the need to replace the existing kitchen stove due to its long-time non-working condition.

**Motion:** On motion made by Mr. Picotte and seconded by Mr. Bonura, the board unanimously agreed to the purchase of a replacement stove for the current appliance in the clubhouse kitchen.

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

**#01** Mr. Scheldt requested board ratification of a request for garage door replacement at 8431 Brentwood which was approved by email on May 15.

**Motion:** On motion made by Mr. Scheldt and seconded by Mr. McCabe, the board unanimously ratified this remodeling request.

Mr. Scheldt announced the new residents at **8358 Candlewood** and **8319 Annwood**, both new owners having been interviewed and completed all necessary paperwork.

**Motion:** On motion made by Mr. Picotte and seconded by Mr. Bonura, the board unanimously welcomed these new owners to our community.

Our Spectrum contract expires in 2026, and Mr. Scheldt has begun looking for possible replacement companies, possibly Verizon.

**#02** Mr. McCabe asked Mr. Serrano if RPM might offer a service to review and leverage the various contractors for better pricing. Mr. Serrano noted that vendors on VIVE receive first selection priority and should offer the best pricing. Mr. Serrano will get the VIVE vendor listing (from Vantaca) to the grounds committee for their review and use.

**#03** Ms. Boardman had no issues to report.

**#07** Mr. Monroe reported that 8239 Brentwood is being sold, and they will be closing toward the end of the month. Arbor Bay will be working to plant the new trees mentioned above according to the plan approved.

**#08** Mr. Kay had no issues to report.

**#09** Ms. Gallagher reported the need for tree work in her association. 8094 wishes to install a brick border, and the board noted that the owner needs to complete the remodeling request form and bring it to the board for approval. Ms. Gallagher also reminded everyone that we should be mindful of our neighbors with the temperatures climbing through the summer months.

**#10** Mr. Bonura had no issues to report.

9. **Residents' Comments:** Mr. Wilson cautioned all unit owners to beware of requests and advertisements to sell life insurance policies. Such decisions should be discussed with the individual's insurance agent before proceeding with such a sale. He further questioned the timing for tree work behind his unit and Mr. Scheldt stated he is awaiting bids before setting a time for this work. The work will be done before August 1<sup>st</sup>.

Ms. Sheehan remarked that with the beginning of the rainy season gutters may need to be attended to more frequently. Ms. Larson will send an email to everyone to remind them that if they see their gutters overflowing, they should contact their director for attention to this matter.

10. **Next Meeting**

The next meeting is scheduled for Thursday, July 17, 2025, at 11:00 am.

11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 12:14 pm.

Prepared by Gayla Larson, Secretary, on June 20, 2025