

APPROVED MINUTES  
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.  
REGULAR BOARD MEETING –January 16, 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; James Monroe, #7, and Frank Bonura, #10. Erika Boardman, #3, and Marcy Gallagher, #9, were absent. Tony Serrano, Property Manager, was also present.

Unit owners present were Dave Carlson, Ellen Merkow, Catherine Rehberg, Sally Weeks, and Donna Wigington (#1); Gail Clark, JoAnn Kordas, and Marilyn Sheehan (#7); Carolyn Jarotz (#9); Ann Bonura, Debbie Castiglia, Carol Loring, and John LoSchiavo (#10).

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

2. **Minutes**

**Motion:** On motion made by Mr. Scheldt and seconded by Mr. McCabe, the board unanimously ratified the minutes of the November 21, 2024, meeting which had been approved by email on November 22, 2024.

3. **Property Manager’s Report**

Anthony “Tony” Serrano reported on actions taken recently. Mr. Serrano will send a copy of his report for disbursement to the board. Mr. McCabe stated that there have been complaints regarding RPM’s Vantaca website and the fact that several directors are unable to access the financial reports thereon. Additionally, RPM needs to establish a policy that all requests for reimbursement by CDB directors (or members) will be delivered in ten days or less so that our members do not have to wait for months to receive their reimbursements. If necessary, RPM needs to employ more people to facilitate the repayment process.

4. **President’s Report**

Mr. Picotte reported on the after-storm cleanup which was performed by Mr. Picotte, Mr. Scheldt, Mr. Bonura, and several additional unit owners. Greg Jones and a representative from Southern Cat will attend next month’s meeting so that the after-storm responsibilities can be contracted to that group. We are not equipped with manpower or necessary equipment to handle this work going forward.

**Motion:** On motion made by Mr. McCabe and seconded by Mr. Bonura, the board unanimously approved the addition of Greg Jones and Southern Cat to the agenda for the next meeting (February 20, 2025).

The secretary maintains the complete list of member emails and phone numbers, and RPM has a copy of this listing and can send eblasts if Ms. Larson is unable to do so. However, Ms. Larson will transfer the roster onto a thumb drive so that another board member can contact the unit owners in case of an emergency.

With the first of the year upon us, there are annually scheduled maintenance issues that need to be completed soon (palm tree trimming, fire hydrant and fire extinguisher inspections, and annual pool deck power washing). These maintenance requirements are part of the current budget. There are buildings which are on the schedule for painting, and the directors need to decide among themselves if they would like to combine these needs and utilize a single vendor to save funds.

Additionally, we need to have backup personnel trained for the website maintenance and also to access our hard drive records in the absence of Mr. McCabe and/or Ms. Larson.

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

Mr. Kay reported the petty cash balance just updated is currently \$500. Rental checks have been received in the amount of \$2,045. There is now a booklet kept in the clubhouse kitchen to record activities and rentals so that there are no future conflicts. The cardroom doors will soon be repaired. They must be stripped of existing paint and have cracks filled. Mr. Picotte and Mr. Scheldt will work on this.

6. **Unfinished Business**

- **Pool heater discussion committee:** Members of the Pool Heater Committee will meet following this meeting. Those members are Gail Clark, Paul Footlick, Jeff Kay, Ray Kerker, Gina Wilson, Howard Picotte,

and Gayla Larson. Tony Serrano as RPM manager will also be included in this list. Mr. Picotte will act as the quasi chair of the committee until they meet later today and elect their committee chair.

**Motion:** On motion made by Mr. Kay and seconded by Mr. Scheldt, the board unanimously approved the formation of the pool heater committee as detailed above.

7. **New Business: None**
8. **Director Comments, Improvements, Remodeling, and/or Sales/Leases**
  - #1 Mr. Scheldt reported on individuals from Cordova Green traveling through our shrubs and riding their bikes on our property. Since we cannot add to the white fence, Mr. Scheldt has installed temporary fencing and repaired the shrubs to alleviate the problem.
  - #2 Mr. McCabe reported that our website enjoyed 6,293 hits in 2024 and 504 in the past 30 days. We are 83<sup>rd</sup> in our category for websites which is good. There are new rules for 2025 regarding websites, and Mr. McCabe sees no problem with our compliance. Vantaca acts as our private website. If members would like to see items added to the website, please let Mr. McCabe know. Pictures can be added but will be removed after 30 days.  
Mr. McCabe noted that he has no access to the documents on Vantaca for 2024 and 2025. Several directors are having the same problem. Mr. Serrano will work to have this corrected immediately.  
Regarding RPM, Mr. McCabe explained that there is a communication breakdown between CDB and RPM. The written manager's report needs to go to the board at least 24 hours ahead of the board meeting as well as suggestions covered above.  
Mr. McCabe requests a conversation with Willow Tree to set a detailed list of expectations for the association. Mr. Picotte will arrange such a meeting and communicate with the board.
  - #3 No report
  - #7 Mr. Monroe reported that he has repaired and rehung the shutters for Association #7. He did not need to purchase any new shutters. Mr. Monroe is still searching for documentation for his association which will better enable him to manage Association #7. When the associations merged into one association, the bylaws became unified under Association #1 with the exception of later special votes. Each association has its own FEIN number registered with the State of Florida, has its own budget, and requires a separate budget accounting.
  - #8 Mr. Kay reported that American Pest came to set critter traps around his association. Unit owners are urged to keep their dogs and cats away from these traps. Additionally human contact with the traps (human scent) will drive the critters away from the traps.
  - #9 No report.
  - #10 Mr. Bonura is still waiting for instruction from RPM on how to proceed with a special assessment for his association.
9. **Residents' Comments:** Ms. Wigington (#1) requested that Willow Tree be told not to drive across the individual driveways. Mr. Scheldt will talk to Willow Tree. Ms. Jarotz (#9) requested that debris left from the storm be removed from their area. Association #9 will need to replace bushes if they can. Ms. Bonura (#10) stated that she is very disappointed with RPM and their follow-through on special assessment procedures for Association #10.
10. **Next Meeting**

The next meeting is scheduled for Thursday, February 20, 2025, at 11:00 am.
11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 12:00 pm.

Prepared by Gayla Larson, Secretary, on January 16, 2025