

APPROVED MINUTES  
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.  
REGULAR BOARD MEETING – November 21, 2024 – 11:00 am

**Present** were 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. Howard Picotte, President, At Large, and James Monroe, #7, were absent. Tony Serrano, Property Manager, was also present.

Unit owners present were William & Dolores Faust, Janet O'Brien, Catherine Rehberg, and Sally Weeks (#1); Cathy Duchow (#2); Gary Burgess, JoAnn Kordas, Kathy LeBerth, Nacho Mella, and Marilyn Sheehan (#7); Carolyn Jarotz (#9); Ann Bonura and Debbie Castiglia (#10).

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

2. **Minutes**

**Motion:** On motion made by Mr. Bonura and seconded by Mr. Scheldt, the board unanimously ratified the minutes of the October 24, 2024, meeting which had been approved by email on October 27, 2024.

3. **Property Manager's Report**

Anthony "Tony" Serrano delivered the property manager's report stating that CdB Commons roofing project invoices for Blue Sky have been approved and paid. A check request for \$350 from Ms. Boardman (Association #3) was approved; check requests for Mr. Scheldt were approved and issued; Ms. Larson was provided September & October 2024 monthly financials for the hard drive; 2025 budgets are complete and mailed out to all associations; and the Annual Meeting agenda was emailed to Ms. Larson for posting and sending to unit owners.

4. **President's Report**

Mr. Scheldt reported that they are working to clean up brush debris. He has contacted the County to arrange pickup of these piles of debris. If the County does not perform, Mr. Scheldt will work with Willow Tree to use their wagon for this purpose.

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

Mr. Kay reported the petty cash balance currently is \$337.35. He has given rental check to Mr. Serrano in the amount of \$1,325. Ms. Jarvis has been refunded for the rental cancellation.

6. **Unfinished Business**

- **Pool heater discussion committee:** We have received some quotes for work to be done to heat the pool, but Mr. Serrano will work to obtain additional quotes. Ms. Larson will contact the volunteers for this committee and call the first meeting for this group as soon as Mr. Serrano has quotes in hand. The committee will survey the unit owners to determine their interest in this project as soon as the cost information is determined. Ms. Larson will communicate this information to Mr. Picotte by email. The companies solicited for bid are encouraged to offer options for propane vs electricity, etc.

7. **New Business**

- **Records Management:** Mr. McCabe raised the issue of record retention. Currently, RPM has records on file which CdB does not have on their hard drive. It is stressed again that these records pertaining to COA or individual association business must be recorded on the CdB hard drive. Resource Property Management should **NOT** maintain copies of documents for CdB without copies having been submitted to CdB (Ms. Larson) for recording. Mr. McCabe will organize a cloud shared drive for CdB so that our records can be accessed by all directors when necessary or needed.

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

**#1** 8431 Brentwood – hurricane shutter addition approved by email 11/05/2024.

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

remodeling request above.

8348 Brentwood – temporary 3-month rental

**Motion:** On motion made by Ms. Boardman and seconded by Mr. Kay, the board unanimously ratified the request above as previously approved by email.

**#2** 8428 Brentwood – new owner Mackie from Moore, previously approved by email 11/17/2024.

**Motion:** On motion made by Mr. Scheldt and seconded by Mr. McCabe, the board unanimously ratified the approval of the new owner previously approved by email.

Mr. McCabe offered special thanks to Mr. Scheldt, Mr. Picotte, and Mr. Bonura, as well as many other volunteers for the work they have done cleaning our association property after the recent storms. These volunteers are not allowed to accept payment for their generous donations of time and talent. The unit owners should understand that the work these folks have done have saved all of us monies which would otherwise have to be spent to hire people to do this work.

**#3** Transfer of Ownership – 8447 Brentwood– Harvey to son Harvey – approved by email 11/15/2024

**Motion:** On motion made by Mr. McCabe and seconded by Mr. Bonura, the board unanimously ratified the transfer of ownership as above.

Ms. Boardman has many requests about gutter cleaning. Mr. McKay has a bid from Bill Brown to handle these needs at \$150 per building (estimate). Association #3, #8, #9, and #10 wish to participate in the work this company is performing.

**#7** No report – Mr. Monroe is frequently away from the area. While he handles many questions via email, we need to request that he appoint an assistant to handle problems in his absence. In the meantime, unit owners should notify Ms. Larson via email of problems they are experiencing. She will forward these notes to Mr. Monroe and Mr. Picotte as a communication chain.

**#8** James Roofing is using their drone to examine roofs in the area for lost shingles. He is working with Bill Brown for the gutter project as explained above. Mr. Serrano will work with Arbor Bay with regard to tree assessments and removals.

**#9** Neighbors are complaining that Willow Tree is not mowing frequently enough. During this winter season, Willow Tree mows every other week. The board urged Ms. Gallagher to work with a contractor to have her golf doors replaced at her expense.

**#10** Mr. Bonura will have work done on a new roof on December 2.

9. **Residents' Comments:** It is suggested that the pool committee understand that many projects need to be done before spending a large amount of money on the pool heating improvement. Mr. Kay will speak to Mr. Picotte about possibly replacing doors in the clubhouse. Mr. Burgess reported that some unit owners would like to donate monies to the pool heating project, which is permissible by law and statute. 8354 Candlewood has experienced difficulty with water intrusion via a crack where the blocks meet the slab. Mr. Scheldt will arrange to have someone examine the problem to determine what needs to be done.
10. **Next Meeting**  
The next meeting is scheduled for Thursday, December 5, 2024, at 11:00 am. This is the Annual Meeting.
11. **Adjournment**  
There being no further business to come before the board, the meeting adjourned at 12:10 pm.

Prepared by Gayla Larson, Secretary, on November 21, 2024