

UNAPPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR BOARD MEETING –March 20, 2025 – 11:00 am

Present were Howard Picotte, President, At Large; John Scheldt, Vice President, #1; Gayla Larson, Secretary, At Large; Jim McCabe, #2; Erika Boardman, #3; Marci Gallagher, #9; and Frank Bonura, #10. Jeff Kay, Treasurer, 8; James Monroe, 7, were absent. Tony Serrano, Property Manager, was also present. Guests Jerry Fox, SouthernCat, and Greg Jones, Acentria, were present for a presentation.

Unit owners present were Robert & Judy Ramey, Catherine Rehberg, Sally Weeks, and Donna Wigington (#1); Cathy Duchow, Ray Kerker, and Vicky Rogers (#2); Debi Hugill, Joanne Kordas, Kathy LeBerth, and Marilyn Sheehan (#7); and Anne Bonura (#10).

1. A quorum being present, President Picotte called the meeting to order at 11:02 am.
2. Mr. Jones opened the discussion regarding SouthernCat, a disaster restoration and recovery service, and he and Mr. Fox answered questions from the board and from the unit owners assembled. Each director will need to sign the pre-storm agreement form. Mr. Picotte will accumulate the forms and return them to Mr. Fox so that we will be “on the list” for disaster restoration and recovery service should such an emergency arise. These services apply to a wide-impact catastrophe for our unit owners. Specific services to be provided will be announced when and if the need arises, but it is the board’s feeling that this represents a strong, protective plan for threatening disaster from storms, fires, etc. These people are well experienced in timely and professional response to such situations and will be available to work with us within a very short period of time following such a disaster.

3. **Minutes**

Motion: On motion made by Mr. McCabe and seconded by Mr. Bonura, the board unanimously ratified the minutes of the February 20, 2025, meeting which had been emailed as unapproved minutes in February.

4. **Property Manager’s Report**

Anthony “Tony” Serrano reported on actions taken recently.

VENDOR MEETINGS & UPDATES: Triangle Pool invoices for February have been paid; a sales application for 8450 Candlewood (Heideman) has been received, and interview is pending for the new owner; an invoice in the amount of \$1,953.33, for repair to 8369 Candlewood, payable to Helicon, has been paid; February financials have been submitted to the secretary for inclusion on the CdB hard drive; Arbor Bay (tree service) will be onsite April 23 and 24 to trim designated trees, and they will be onsite March 25 to provide a proposal for trimming palm trees; three invoices from Tree Rangers have been paid in full; a long-awaited \$50 check was presented to Ms. Rehberg in payment of expenses she incurred; Association #5 (new manager Chamma Skipper at Vanguard Property Management) has been contacted regarding the delinquent invoices for water and sewer (Mr. Serrano will monitor this situation); the roofing project for CdB #7 has been completed, with debris cleanup scheduled; CdB #10 will hold their Special Assessment Meeting on March 27 at 11:00 am in the card room of the clubhouse; tax filings are in the works with the commons already completed. Directors will be contacted to sign these as completed.

5. **President’s Report**

Mr. Picotte continues to acquire bids for palm tree trimming with two still pending, which will be submitted for approval to the individual association directors for their approval/acceptance.

Annual inspection and cleaning of the air conditioning for the clubhouse is to be scheduled.

All board members are now required to attend a 4-hour training class for directors, and members who have not already done so should arrange to attend one of these state-required sessions.

If situations arise where unit owners believe Willow Tree is not attending to their shrubbery trimming needs, they should first contact their director who will contact Mr. Picotte. Mr. Picotte will then contact Willow Tree to arrange attention to these needs, including blowing the gutters. Willow Tree is scheduled to trim shrubs on Thursdays and Fridays. Mr. Picotte will secure a schedule from Willow Tree for when gutter blowing is to be done.

6. **Treasurer/Rec Hall Manager Remarks**
In Mr. Kay's absence, President Picotte announced that we have \$220.36 in petty cash. Mr. Kay has purchased two new toner cartridges for our copier machine.
As chair of the Pool Heater Committee Mr. Kay will turn in the surveys from his association and also from Association #6 when he returns from his travels. The committee will meet on Friday, April 4, at 11:00 am to tally the survey results and report to the membership.
7. **Unfinished Business: None**
8. **New Business:** The Collection Policy Draft Discussion was tabled and will be added to the April agenda after our attorney input is obtained by Mr. Serrano. Past occurrences have handled by utilizing Florida statutes. Mr. Picotte stressed that the passage of such a policy would need to be incorporated in each association's documents.
9. **Director Comments, Improvements, Remodeling, and/or Sales/Leases**
 - #01 Mr. Scheldt reiterated that a sale is pending at Candlewood 8450, and interview for the new buyers is scheduled.
 - #02 No report
 - #03 No report
 - #07 No report
 - #08 No report
 - #09 Storm debris clean-up is still needed in this association. Additionally, Ms. Gallagher will acquire information from Mr. Serrano and contact a tree service to remove a tree (if determined necessary) at 8096 Candlewood.
 - #10 8256 Annwood has an agreement for sale.
10. **Residents' Comments:** The flags on display are in need of replacement.
11. **Next Meeting**
The next meeting is scheduled for Thursday, April 17, 2025, at 11:00 am.
12. **Adjournment**
There being no further business to come before the board, the meeting adjourned at 12:19 pm.

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