APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING – October 16, 2025 – 11:00 am

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

Unit owners present were Jean Bush, Bob & Judy Ramey, Catherine Rehberg, Sharon Sweat, and Roger Wilson, #1; Cathy Duchow and Ray Kerker, #2; Catherine Andersen, Alice Barth, Gary Burgess, Nick & Linda DiVito, Donna Incerti, JoAnn & Ernie Leander, Marilyn Sheehan, and Vickie Simpher, #7; Rick & Julia Barnes and, #8; Carolyn Jarotz, #9; and Anne Bonura and Debbie Castiglia, #10. Greg Jones, Acentria Insurance, was present for his presentation.

1. A quorum being present, President Picotte called the meeting to order at 11:00 am. The agenda for the meeting was approved without objection.

2. Mr. Jones presented additional information regarding the review of insurance projections for the coming fiscal year and answered questions from the board and the members. He will contact all directors during the coming week with projections for budgetary purposes.

3. **Minutes**
   Motion: On motion made by Mr. McCabe and seconded by Mr. Scheldt, the minutes of the September 17, 2025, meeting were unanimously ratified.

4. **Property Manager's Report**
   Ms. Fitzgerald reported that the annual budget meetings are scheduled for Thursday, December 4th beginning at 11:00 am. Anyone wishing to run for the board must submit requests to RPM by October 25th. All board terms are for one year.

   The first notice of these meetings was mailed on October 3rd, and the second notice will be mailed November 4th. The second notice will contain the proposed budget for the coming year. Directors who wish to conduct an in-depth review of the budget may schedule a meeting with Ms. Fitzgerald. Ms. Fitzgerald also reported that there have been some issues in collecting water bill payments, but the collection process is now underway.

5. **President's Report**
   President Picotte announced the establishment of a tow-away zone for our associations. We are now working with A1 Recovery to remove abandoned vehicles from our property. The only the president or vice-president are authorized to contact the towing company. After that, the Sheriff's Department is called, and once approval is granted, the vehicle may be towed.

   Mr. Picotte also emphasized that complaints or concerns should be submitted in writing to the appropriate association director or to the President. If a member wishes to speak on an agenda item at a meeting, that request must also be submitted in writing to Mr. Picotte.

   We are at the end of our 5-year contract with Spectrum and need numbers for budgeting purposes with Spectrum or some other vendor. We also have a request for a consultant to do the work to seek new bids.
   Motion: On motion made by Mr. Kay and seconded by Mr. McCabe, the board unanimously approve that we request a new proposal from Spectrum before we go out for additional bids. Mr. Kay will seek the proposal from Spectrum. Overall, fiberoptics is not required for our associations.

6. **Treasurer/Rec Hall Manager Report**
   Mr. Kay reported that petty cash is $300.31 and a rental check in the amount of $55 has been delivered to Ms. Fitzgerald. Individuals wishing to utilize the clubhouse should make their requests as soon as possible because this is the busy season.

7. **Unfinished Business:** There was no unfinished business

8. **New Business:** Mr. Picotte opened a discussion regarding a violation of the landscaping policy at 8236 Brentwood, where work was completed without prior board approval. Ms. Andersen explained the reasoning behind her unauthorized actions, while Mr. Scheldt discussed the challenges and complications that arise when such actions are taken without proper review and approval. It was emphasized that when a unit owner steps outside their door, they are on common property, and by statute, the board cannot approve any reduction or alteration of common ground without full board approval.

Motion: Following discussion, Mr. Scheldt motioned, and Mr. Bonura seconded to remove the landscaping, which violates the rules and return the property to original condition at the owner's expense. The motion carried.
Motion: On motion made by Mr. Picotte and seconded by Mr. Kay, the board approved with 6 aye votes and 3 nay votes that, in hindsight, the landscaping request submitted by 8236 Brentwood.
Motion: On motion made by Mr. Picotte and seconded by Mr. Kay, from this day forward if landscaping changes are made without board approval, the owner will be required to remove that landscaping at their expense.

9. **Director Comments, Improvements, Remodeling, and/or Sales/Leases**
   #01 Association 1 had no report.
   #02 New roof and gutters done at 8362 Candlewood. Mr. McCabe requested a published schedule for landscaping work to be done now and in the future.
   Motion: On motion made by Mr. McCabe and seconded by Mr. Incerti a certified letter of cancellation will be sent to Sunrise Landscaping created by RPM and to be sent by certified mail to Sunrise Landscaping.
   Owners are urged to report in writing any damage or dissatisfaction with Sunrises Landscaping work done.
   #03 Association 3 had no report.
   #07 Association 7 roofing on 8233 and cap placement has been done. Insecticide is being spread for mole crickets and chinch bugs.
   #08 Mr. Kay reported they are awaiting delivery for additional insecticide to complete the work.
   #09 Association 9 reported on the continuing need for the removal of an oak tree. Ms. Gallagher will speak to Mr. Picotte, and she will contract the removal of the oak tree in question or major trimming of that tree. Additionally, 8089 has been sold and the prospective buyer will be interviewed. In addition to her tree removal/trimming, Ms. Reiman would like the board to approve a generator for her home. Further discussion will be held after the meeting.
   #10 Association 10 has contracted for roof replacement on 8350-56.
   #President Picotte – reported that 8236 wishes approval for new windows on that property. Sliding windows are not allowed and installation must have a permit. Ms. Andersen can view the regulations on the website. She will submit the request at a later date.

10. **Residents' Questions & Comments.** Various unit owners expressed concerns about insect treatment and regulations for dogs (weight max).

11. **Next Meeting**
    The next meeting is scheduled for Thursday, November 20, 2025, at 11:00 am.

12. **Adjournment**
    There being no further business to come before the board, the meeting adjourned at 12:43 pm.

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