

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING – August 20, 2026 – 11:00 am
(There was no meeting held on July 16, 2026)

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

Unit owners present were Dave Carlson, and Sally Weeks, Assn #1; Cathy Duchow and Ray Kerker, Assn #2; Alice Barth, Lynda & Nick DiVito, Phil Incerti, Jo-Ann Leander, Nacho Mella, Marilyn Sheehan, and Roberta Williams, Assn #7; Bob and Lynn Garren, Assn #8; Lourdes Mulet, Assn #9; and Anne Bonura and Debbie Castiglia, Assn #10.

1. A quorum being present, President Picotte called the meeting to order at 11:00 am. The agenda was accepted as presented.

2. **Minutes**

Motion: On motion made by Mr. Bonura and seconded by Ms. Boardman, the minutes of the June 18, 2026, meeting were unanimously ratified as previously emailed.

3. **Property Manager's Report** – Ms. Fitzgerald reported that she has reached out to six companies for replacement of the fire hydrant, and Pye Barker responded with the most acceptable bid.

RPM received Spectrum's sign-on bonus of \$34,800, equal to \$201.15 per unit. These funds will be deposited into each association's operating cash and distributed based on the number of units in each association.

Ms. Fitzgerald also says that it is budget season and she will have the draft budgets to the directors prior to the next board meeting.

She further reported that "Bob," an AI assistant, is now being used at RPM. Members who call and speak with "Bob" will be asked to provide their name, address, and association number so that their call can be directed to the appropriate person at RPM. After receiving this information, "Bob" may be able to answer the caller's question; if not, the caller will be directed to the appropriate party for assistance. Ms. Fitzgerald noted that email remains the best method for contacting her directly.

4. **President's Report:** President Picotte reported that there will be no Spectrum increase for the next year. He noted that the streets will need to be resealed next year and that the exterior of the clubhouse will also need to be painted. He urged the directors to take both of these anticipated expenses into consideration during the budgeting process.

The eight-month certificate of deposit recently opened will carry an interest rate of 4.15%.

President Picotte also reported that *Appendix A*, which RPM sent to the directors, reflects a slight increase in prices. This is the first such report the Board has received since 2008, despite the reported increases in many costs over the years.

5. **Motion:** On motion by Mr. Bonura, seconded by Mr. Picotte, the board unanimously approved the acceptance of the bid from Pye Barker for replacement of the fire hydrant at 8219 Annwood Road which is corroded and needs replacement. The cost is projected at \$12,984.27.

The Board discussed remodeling requests and noted that approvals do not always reflect the permit and insurance requirements mandated by state statutes. **To address this issue, the Board will implement a two-step approval process: first, when the request is submitted for Board approval, and second, when the required permit and insurance information has been provided.** Unit owners will need to be made aware of this additional requirement when submitting requests for changes.

6. **Treasurer/Rec Hall Manager Report:** Mr. McCabe reported we have received \$1,285 in rental checks in August,

with outstanding collections of \$275. There were eleven bookings in August, and there are 8 rentals scheduled in September. The clubhouse rental section of the website includes a calendar that indicates days when the clubhouse is already reserved (busy). Unit owners are encouraged to book their events in a timely manner, as the busy season for rentals is approaching.

7. **Unfinished Business:** None

8. **New Business:** A request for the installation of speed bumps was discussed.

Motion: On motion made by Mr. Picotte and duly seconded, the consideration of this item will be tabled until the next board meeting. Ayrshire is a shared private street with Cordova Greens, and they must agree to share the cost for such installation, requiring contact between our two associations.

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

#01 **Motion:** On motion made by Mr. Picotte and seconded by Mr. Bonura, the following ratifications were unanimously approved: 8451 Candlewood, window replacement; 8350 Candlewood, new doors front and back; 8356 Candlewood, new renter approved; 8323 Annwood, door installation. Some of these will require secondary approval upon receipt of permit and insurance information.

Mr. Scheldt expressed thanks to Mr. Carlson for his work repairing the ceiling in the pump room.

#02 **Motion:** On motion made by Mr. McCabe and seconded by Mr. Scheldt, the board unanimously approved the request 8409 Annwood for patio screen demolition. This may require secondary approval upon receipt of permit and insurance information.

Mr. McCabe expressed the need for better guidance in the governing documents regarding leaking vehicles on association property. He requested a review of the documents to ensure compliance. Ms. Fitzgerald will contact the association attorney regarding this matter so that any necessary amendments or votes may be addressed at the annual meeting.

Mr. McCabe also expressed concern regarding rental units and the lack of clear guidance and enforcement under the current rules. He suggested that the association attorney may be able to provide guidance on this matter as well.

#03 No issues.

#07 **Motion:** On motion made by Mr. Monroe, seconded by Mr. Picotte, the ratification of the requests painting at 8241-8247 and 8233-8239 Brentwood were unanimously ratified.

#08 **Motion:** On motion made by Mr. Picotte, seconded by Mr. Bonura, the board unanimously ratified the new owners at 8083 Brentwood and 8082 Annwood.

#09 Ms. Gallagher reported that her unit owners continue to express dissatisfaction with the condition of their lawns. While lawn maintenance is an association issue rather than a COA issue, there are currently no funds budgeted within the various associations for replacement of damaged lawns.

Ms. Gallagher also requested special dispensation to rent her second unit before satisfying the current two-year ownership requirement. Mr. Picotte will work with her regarding this request.

#10 **Motion:** On motion made by Mr. Bonura and seconded by Mr. McCabe, the board unanimously approved the request for **door** replacement at **8354** Annwood Road. This will require secondary approval upon receipt of permit and insurance information.

10. **Residents' Questions & Comments.** Mr. Incerti reported that Spectrum will soon be moving to an all-streaming service.

Members expressed concern that a previous requirement involving the removal of an underage child from the association should be enforced, as the matter remains unresolved. A letter was sent to the unit owner, who agreed to comply with the stipulations in the letter. However, the situation has continued. Although the child left for a period of time, the child has returned. Mr. Monroe will address the matter with the unit owner again.

Several unit owners requested guidance regarding the condition of lawns within the COA. Unit owners were encouraged to become more involved in the governance process and to follow the established chain of command when concerns arise.

Motion: On motion made by Mr. Picotte and duly seconded, and unanimously approved, the board approved the temporary appointment of Ms. Duchow (Association 2) and Mr. Incerti (Association 7) as directors to cover the elected directors' absence.

11. Next Meeting

The next meeting is scheduled for Thursday, September 17, 2026, at 11:00 am.

12. Adjournment

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

Prepared by Gayla Larson, Secretary, on August 21, 2026