

APPROVED MINUTES  
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.  
REGULAR BOARD MEETING – July 17, 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; Erika Boardman, #3; James Monroe, #7; Marci Gallagher, #9; and Frank Bonura, #10. Hilary Fitzgerald, Property Manager, was also present. President Picotte introduced Ms. Fitzgerald to members of the community who had not already met her and announced that she and her assistant Linda Loud would be handling our property manager needs going forward.

Unit owners present were Dave Carlson, Dolores Faust, Lorraine Lee, Linda Phillips, Lee & Judy Pritchard, Robert Ramey, Catherine Rehberg, Don Steppie, Donna Wigington, and Roger Wilson, #1; Cathy Duchow and Fred & Barb Tarr, #2; Paul & Nan Footlick, and Monty Montgomery, #3; Lynn DiVito, Phil & Donna Incerti, Joann Kordas, Steve Laskowski, Frank & Joanne Leander, Nacho Mella, Marilyn Sheehan, and Roberta Williams, #7; Shari Ferguson, #8; Carolyn Jarotz, #9; and Anne Bonura, Carol Loring, and John & Sue Ann LoSchiavo, #10.

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. **Minutes**

**Motion:** On motion made by Mr. McCabe and seconded by Mr. Scheldt, the board unanimously ratified the minutes of the June 19, 2025, meeting which had been emailed as unapproved minutes in June.

**Motion:** On motion made by Mr. Bonura and seconded by Mr. Monroe, the board unanimously ratified the minutes of the June 26, 2025, special meeting which had been emailed as unapproved minutes in June.

3. **Property Manager's Report on Vendor Meetings**

- Ms. Fitzgerald reported that she has been and continues to work with the Grounds Committee to obtain RFP (requests for proposals) from various landscaping and trash pick-up companies.
- She also reported that she has several forms from FPAT for wind mitigation reports that need to be signed by each director and asked that the directors remain at the end of the meeting to sign this paperwork.

4. **President's Report**

Mr. Picotte again reported that we have been cancelled by Willow Tree and work continues by the Grounds Committee in the search for replacement landscaping companies and trash pick-up concerns. These may result in separate contracts for these services. We will likely see an increase in our fees to cover these new services. It is an on-going process and as soon as a decision is made, the associations will be notified. More than likely, we will not have a pick-up of trash next Tuesday morning, and owners may be asked to hold their trash until that next Friday.

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

Mr. Kay reported petty cash is at \$194.28 due to some outlay for painting the clubhouse rooms. Special thanks are extended to Barbara Tarr and Donna Wigington for their efforts and hard work in this updating.

Mr. Kay turned over \$385 for rental fees to Ms. Fitzgerald.

He further reported that someone left the hot water shower tap running overnight in the ladies poolside restroom. The water flooded the maintenance record room as well. Again, he asked everyone to please watch to see that this is not repeated. It is hoped that this was an accident and not a malicious action.

6. **Unfinished Business:** Update on maintenance contractors is in President's Picotte's report above.

7. **New Business:** None

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

**#01** Mr. Scheldt reported that he has some tree work that will be done on Candlewood in the coming week.

**#02** Mr. McCabe had no report

**#03** Ms. Boardman had no issues to report.

- #07** Mr. Monroe reported on several issues all three of which will be covered by the following motion.  
8244 Brentwood – sale to Cordner  
8239 Brentwood – sale to Flack  
8213 Annwood – patio remodeling

**Motion:** On motion made by Mr. Monroe and seconded by Mr. McCabe, the board unanimously ratified the previously approved actions noted above for three separate properties.

**#08** Mr. Kay had no issues to report.

**#09** Ms. Gallagher repeated the need for tree work in her association. She also questioned the need for downspout cleaning for her association. She will work with the company she used before to handle this matter for her association.

**#10** Mr. Bonura had no issues to report.

9. **Residents' Comments:** Various members of the assembly questioned the work having been done and continuing to be done in the search for new service providers for landscaping and trash pick-up. The Grounds Committee will announce to the associations as soon as a decision is made regarding new service(s). The work they are performing will take the needs of the unit owners into account and will attempt to keep our costs as low as possible. Donna Wigington again requested clearing/cleaning service for the gutters and downspouts on her building, stating this has not been done for two years.
10. **Next Meeting**  
The next meeting is scheduled for Thursday, August 21, 2025, at 11:00 am.
11. **Adjournment**  
There being no further business to come before the board, the meeting adjourned at 12:14 pm.

Prepared by Gayla Larson, Secretary, on July 17, 2025