

UNAPPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR BOARD MEETING – May 15, 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; Marci Gallagher, #9; and Frank Bonura, #10. James Monroe, #7, was absent. Tony Serrano, Property Manager, was also present.

Unit owners present were Dolores & Bill Faust, Janet O'Brien, Catherine Rehberg, Sharon Sweat, Donna Wigington, and Rogert Wilson, #1; Cathy Duchow, #2; Gary Burgess, Rose Hayes, JoAnn Kordas, Kathy LeBerth, Nacho Mella, Marilyn Sheehan, and Roberta Williams, #7; Nancy Gill, #8; Carolyn Jarotz, #9; and Anne Bonura, #10.

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

2. **Minutes**

Motion: On motion made by Mr. McCabe and seconded by Mr. Scheldt, the board unanimously ratified the minutes of the April 17, 2025, meeting which had been emailed as unapproved minutes in April.

3. **Property Manager's Report**

- There is now open communication with CdB Association #5 regarding payment of water and sewer bills in a timely manner;
- Arbor Bay completed work on CdB Association #8 trees;
- Mr. Serrano submitted check requests for Mr. Scheldt in the amounts of \$99.54 and \$57.76, and he also submitted a request for Mr. McCabe for \$46.99;
- Pye Barker completed the fire hydrant inspections, but they must return before June 1 for fire extinguisher checks;
- Ms. Barrows provided Ms. Larson with April 2025 monthly financials for all associations;
- Arbor Bay is working with Chateaux de Bardmoor Association #7 for work on their trees;
- Chateaux de Bardmoor Association #7 held their Special Assessment meeting on May 6th, and coupon books will be forthcoming soon;
- Prime-Scape Services completed trimming the palm trees for the common areas.

4. **President's Report**

Mr. Picotte noted that all unit owners are asked to submit an updated voting certificate to Ms. Larson so she may build the required database as stipulated in the statutes, one voter per unit.

Mr. Picotte met with the new president of Association #5 two weeks ago and expects prompt payment of their bills as well as the \$5,000 which is owed to us.

Mr. Picotte asked Mr. Serrano to contact FAST of Florida to perform the yearly service on the air conditioner units at the clubhouse.

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

Mr. Kay reported petty cash is negative right now due to purchase of umbrellas for the pool. He dropped off 9 rental checks \$1,840 deposited to the clubhouse improvement account. He further stressed that all users of the pool must lower the umbrellas after they have been used.

6. **Unfinished Business:** None

7. **New Business:** Discussion of the RPM Collection Policy Draft was tabled until next month after Mr. Serrano has contacted legal to see if we need to have this as a part of each association's documents. Although Mr. Serrano feels this is an administrative matter, we need to determine if its creation requires an association-wide vote. As soon as we have this information, we will again address the creation of this collection policy.

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

#01 Mr. Scheldt reported that palm tree trimming is complete. Prime will return on the 29th to clean up any areas needed.

#02 Mr. McCabe questioned the need for a historical maintenance record done for the various properties

and units. No action was taken.

Mr. McCabe again stated that we need to review and evaluate our existing vendors, including the property management company. He would like to see a committee formed to do this evaluation. This discussion will be added to the next agenda under new business.

Motion: On motion made by Mr. McCabe and seconded by Mr. Bonura, the board agreed to this addition/suggestion to the next agenda with 5 members voting "Aye" and 3 voting "No."

#03 Ms. Boardman had no issues to report.

#07 In Mr. Monroe's absence, Mr. Picotte requested ratification of the previously approved (by email) request for window replacement at 8242 Brentwood.

Motion: On motion made by Mr. Bonura and seconded by Mr. Mr. McCabe, the board unanimously approved this remodeling request.

#08 Mr. Kay announced the successful interview of the new owners of 8086 Annwood.

Motion: On motion made by Mr. Kay and seconded by Mr. Picotte, the board unanimously approved this new owner and welcomed them to the community.

Mr. Kay is waiting for reimbursement for an invoice from American Pest for \$136. Mr. Serrano reported that the process of adding approved vendors to the Vive list is required. If the director opts to work with a vendor who is not on this list, the director must sign a waiver for this vendor, and that association will be allowed to do business with that particular vendor. The director and his association will then assume liability for the work performed. Only in this way is the vendor allowed to do business with a particular association/director if not on the Vive list. The yearly fee for Vive is \$75.

Prime Scape is doing additional work on the 29th, and that work will be pro-rated to the associations involved.

#09 Ms. Gallagher reported that there is a tree at 8096 Candlewood which needs to be cut down. Mr. Scheldt will see that this is done and billed to Association #9.

The problem with the sprinkler system has been addressed.

#10 Mr. Bonura had no report.

9. **Residents' Comments:** In reply to Ms. LeBerth's comment, Mr. Serrano reported that the trees that need trimming will be done soon by Arbor Bay. Gutters are cleaned by John at Willow Tree.

In response to Ms. Sheehan's request for additional palm tree cleanup at 8220 and 8227 Annwood, Mr. Scheldt stated that this cleanup will be done shortly.

In response to Ms. Jerotz report of a rusted A/C part, Mr. Scheldt announced that the sprinkler has been adjusted, and he will add a sprinkler guard to the area. There is no reimbursement for repair/replacement which might be required for the rusted part.

In response to Ms. Williams request for spot painting of her shutters, Mr. Picotte stated that she would need to work with Mr. Monroe for this repair. As an alternative, she could attempt to match the paint color and perform the touchup herself. Ms. Williams also asked if homeowners will be notified when the trees are removed and replaced. Mr. Picotte said that the tree company will notify unit owners when they are going to perform this work. Additionally, Mr. Serrano will notify by email when this work will be performed. In response to her query about pest control outside the units, Mr. Picotte remarked that this is done association by association.

In response to Mr. Wilson's request for attention to a tree on the common ground, Mr. Scheldt reported that he will see that the tree is removed including the roots. It will cost approximately \$3,000, but donations are gratefully accepted. 😊

10. **Next Meeting**

The next meeting is scheduled for Thursday, June 19, 2025, at 11:00 am.

11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 12:04 pm.

Prepared by Gayla Larson, Secretary, on May 15, 2025