

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
REGULAR BOARD MEETING – April 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. Tony Serrano, Property Manager, was absent.

Unit owners present were Dave Carlson, Dolores & Bill Faust, Catherine Rehberg, and Sally Weeks (1); Cathy Duchow, and Barb & Fred Tarr (#2); Nancy Gill, JoAnne Kordan, Kathy LeBerth, and Marilyn Sheehan (#7); Patricia & Richard Carmen, #8; and Carolyn Jarotz (#9).

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 March 20, 2025, meeting which had been emailed as unapproved minutes in March.

3. **Property Manager's Report**

In the absence of Anthony "Tony" Serrano, President Picotte delivered the Manager's Report which had not been received by the board and reported on actions taken recently.

VENDOR MEETINGS & UPDATES: Mr. Serrano spoke with Sue Dernski of Vanguard and Mario Sarnpaio of Association #5 regarding their past-due water bills; Arbor Bay will be on site on April 23 and 24 to trim the trees in Association #8 and they will also work with Association #7 for their tree requirements; Mr. Serrano submitted check requests for Mr. Scheldt in the amounts of \$99.54 and \$57.76, and for Mr. McCabe in the amount of \$46.99, to reimburse these directors for association costs with repairs to our COA; a roof leak was repaired at 8447 Brentwood Rd.; Natalie Barrows submitted financials for March 2025 to Ms. Larson as requested; Association #10 held their special assessment meeting on March 27; and Mr. Serrano is working with Mr. Monroe to plan a special assessment meeting for Association #7.

4. **President's Report**

President Picotte offered the thanks of the board and the association to the Pool Heater Committee for their work regarding the heater project survey. The committee was formally disbanded on April 4, 2025.

Mr. Picotte reported to the unit owners present regarding the board certification which is required of each board member by statute. Four members completed the 4-hour training on Friday, April 11. The following was reported:

The names of board members who have completed this mandatory training are listed on our website. Board members may only serve a consecutive 8 years without special 2/3 approval from the membership or unless no one else agrees to run. Board members are insured in their duties while they are on the board and follow the bounds set for actions. Unit owners are covered by rights outlined by statute, and they have the responsibility to comply with covenants and restrictions as well as financial obligations. Some special closed board meetings are allowed by statute. Should board members fail to obtain certification, they may be suspended from the board. Our property manager will suggest options for certification online so that the members who have not completed the course may do so online. It is legal now to have a voting machine for the COA which we do not have, and which would require a substantial output of money. Budgets are required to prepare for anticipated expenses and the required income to fund those expenses. We are structured in such a way that we do not need to worry about SIRS reports and mandatory reporting since we are all under 3 stories tall. Board member email messages are now considered official records and will be examined as such should the need arise. It is recommended that each board member create a separate file/email for board or association business. There are penalties and fines outlined for those who do not comply with financial obligations. The timing of owner discussion/questions at board meetings is set by the individual board. After discussion, the membership agreed to keep the agenda timing for their input as it has been (at the end of the meeting).

We are in need of our annual fire extinguisher inspection and our clubhouse A/C inspection.

Discussion ensued regarding the ongoing difficulty we have in collecting water bills from Association #5. This

problem has been sent through arbitration in the past, and Mr. Picotte requested that we request Rabin Parker Gurley to assist us in handling this past-due issue. What are our options and how do we proceed? Prior to a second, the board discussed possible remedies for this situation. There is only one meter, and removing Association #5 from our water billing/meter has previously been refused during arbitration and judicial ruling.

Motion: On motion made by Mr. Picotte and seconded by Mr. McCabe, the board unanimously agreed that we will contact Rabin Parker Gurley to request that they help us collect this money and determine a future remedy to use.

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

Mr. Kay reported that we have collected \$1,084 in rental checks. Petty cash is \$186.38.

6. **Unfinished Business:** The pool heater committee has completed their work, and they are due all of our thanks for their painstaking work in collecting the surveys. Unfortunately, the vote for the project failed to pass. We had 78% of the unit owners who voted with 53.8% voting “yes.” We were well below the number of positive votes needed for the passage of the project, but the committee agreed to try again in another two years.

7. **New Business:** Discussion of the RPM Collection Policy Draft was tabled until next month.

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

#01 Mr. Scheldt reported that 8360 Candlewood and 8450 Candlewood have new owners. Also 8318 Annwood has requested permission to install a new front door.

Motion: On motion made by Mr. McCabe and seconded by Mr. Bonura, the board unanimously approved the above sales and improvements.

#02 Mr. McCabe noted that 8428 Brentwood is requesting permission for a roof addition.

Motion: On motion made by Mr. Picotte and seconded by Mr. Bonura, the board unanimously approved the above improvement.

Mr. McCabe opened discussion regarding the possibility of opening a search for a new property management company. Requested procedural changes have not been made nor are reimbursements being made timely. Needed guidance for budgeting has fallen short of what is needed for the ensuing years to enable the directors to plan and make fiduciary decisions effectively. Mr. McCabe has several recommendations for consideration for possible changes in the next year.

Mr. McCabe suggests that Safer Touch Interiors is available for free termite inspections. He will email contact information to all directors.

#03 Ms. Boardman reported that 8414 Annwood and 8447 Brentwood have submitted remodeling requests.

Motion: On motion made by Ms. Boardman and seconded by Ms. Larson, the board unanimously approved the above improvements.

#07 Mr. Monroe has a special assessment meeting regarding trees for Association #7 scheduled at the clubhouse on May 6, 2025.

#08 Mr. Kay had no additional report, but Arbor Bay will be here on the 23rd and 24th to handle tree removal.

#09 Ms. Gallagher needs the information for online director certification. Additionally, Mr. Straws is having difficulty setting up his maintenance payments. Ms. Gallagher delivered a petition from Association #9 owners regarding the disused automobile at 8090 Candlewood and requesting its removal. Mr. Picotte reported that this has been pursued in the past and we have been told by the county that there is nothing we can do to rectify the situation.

#10 Mr. Bonura reported that 8256 Annwood has sold.

Motion: On motion made by Mr. Scheldt and duly seconded, the board unanimously approved the above sale.

9. **Residents' Comments:** In reply to Ms. LeBerth's comment, the gutter cleaning will be done by Willow Tree. Mr. Monroe will follow up on this need. Ms. Jarotz noted that people are feeding the birds with bread which is being dropped in her birdbath. The source of this feeding is unknown and, therefore, outside our ability to rectify.

10. **Next Meeting**

The next meeting is scheduled for Thursday, May 15, 2025, at 11:00 am.

11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 12:18 pm.

Prepared by Gayla Larson, Secretary, on April 18, 2025