

APPROVED MINUTES
CHATEAUX DE BARDMOOR CONDOMINIUM ASSOCIATION, INC.
BOARD MEETING – May 21, 2026 – 11:00 am

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

Unit owners present were Dave Carlson, Judy Pritchard, Judy & Robert Ramey, and Sally Weeks, Assn #1; Cathy Duchow and Fred Tarr, Assn #2; Lynda & Dick DiVito, JoAnn Kordas, Nacho Mella, Marilyn Sheehan, and Roberta Williams, Assn #7; Carolyn Jarotz and Lourdes Mulet, Assn #9; and Anne Bonura, Assn #10.

1. A quorum being present, President Picotte called the meeting to order at 11:00 am, and the agenda was approved as presented.
2. **Minutes**
Motion: On motion made by Mr. McCabe and seconded by Mr. Scheldt, the minutes of the April 16, 2026, meeting were unanimously ratified as previously emailed.
3. **Property Manager's Report** – Ms. Fitzgerald stated that directors have reported receiving questionnaires for a unit that was for sale. All questionnaires must be ordered via homewisedocs.com and any such requests should be referred to Ms. Fitzgerald. Directors are asked not to complete any such questionnaires. Delinquencies are referred to the Board for explanation and approval of late fees.
4. **President's Report:** President Picotte reported Jeff Kay, Director of #8 and Treasurer, will be leaving the association. President Picotte will resign his position as At Large and assume Mr. Kay's remaining term for director of Association #8. The board will ask if there are volunteers in the community who would like to fill that position.
Prime-Scape is taking care of palm tree trimming. Fire extinguishers and hydrants need to be inspected in May. Additionally, the air conditioning unit for the clubhouse needs to be serviced this month.
Most of the old pool furniture has been sold. Remaining pieces may be disposed of in the dumpster.
Requests for landscaping proposals have been received from six companies, and the committee will review these and make their recommendation soon.
5. **Treasurer/Rec Hall Manager Report:** Mr. Kay expressed his appreciation to the association and stated he has enjoyed his term in his position. Petty cash is currently at \$76.99, and he has five invoices that need to be billed prior to his departure.
He reported that owners are not receiving call backs from RPM in a timely manner. Ms. Fitzgerald stated that she is the best contact for these issues which are not handled by the directors. The best method for reaching Ms. Fitzgerald is via email - hfitzgerald@resourcepropertymgmt.com. Her telephone number (RPM's main number) and email are on the website.
6. **Unfinished Business:** Mr. McCabe is the contact for issues with Trash Fairies. Our relationship with this company has been clarified, and unit owners are instructed to follow the rules for trash pickups as shown on the website.
 - Trash **MUST** be placed at the end of each driveway no earlier than 7:30 pm. This is a change to our earlier statement due to the problem of critters attacking the bags once they are outside.
 - 30-gallon bags (any color) and tall kitchen bags are OK.
 - **NO** Publix (or similar) bags are allowed.
 - **ONLY** two (2) bags per unit per pickup date are allowed.
 - If an owner has a problem with Trash Fairies, contact Mr. McCabe. **DO NOT** confront the Trash Fairies

personnel.

- Cardboard **MUST** be broken down and placed under the trash bags. Soggy, wet cardboard will not be picked up.
- Clean-up of trash strewn across the area is the responsibility of the unit owner – **NOT** Trash Fairies.

7. **New Business:**

Motion: On motion made by Mr. Bonura, seconded by Mr. Kay, the ratification of Prime-Scape for palm tree trimming and the ratification of Pool Works bid to fix the pool leak were unanimously approved.

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

#01 Mr. Scheldt mentioned a problem that some unit owners have experienced with late fees due to the time required for payment to go through the RPM system. Ms. Fitzgerald reported that any payment which is received after the 10th of the month earns a late fee. Late fees may be waived with approval of the board. RPM is working on a new payment system through Vantaca which will begin in January. Payment via BillPay takes much longer to process through the bank's system, the mail system, and the RPM system, and requires 15 days minimum to be credited to your account. The best way to handle payments is with ACH payments at your bank.

#02 Mr. McCabe had no report

#03 **Motion:** On motion made by Ms. Boardman, seconded by Ms. Larson, the ratification of the request for flat roof replacement at 8414 Annwood at the owner's expense was unanimously approved.

#07 **Motion:** On motion made by Mr. McCabe, seconded by Mr. Bonura, the ratification of the requests for flat roof repair at 8219 Annwood, and window replacement at 8233 Brentwood were unanimously approved.

#08 Mr. Kay had no report.

#09 In Ms. Gallagher's absence, there was no report.

#10 Mr. Bonura had no report.

9. **Residents' Questions & Comments.** Visitor parking on the additional lots is on a first-come, first-served basis. Vehicles which are left there for a length of time should be reported to the director for that association to address the situation and arrive at an equitable solution.

Residents are urged NOT to use these "lots" as a storage area for unused vehicles. Each unit has a driveway and a garage to use for parking two vehicles.

Mr. Picotte will address Ms. Jarotz concern regarding properties which are not being kept to the standards of our association.

10. **Next Meeting**

The next meeting is scheduled for Thursday, June 18, 2026, at 11:00 am.

11. **Adjournment**

There being no further business to come before the board, the meeting adjourned at 11:35 am.

Prepared by Gayla Larson, Secretary, on May 22, 2026