

**Chateau Acadian Condominium Association
Board of Directors Meeting
Agenda**

5/21/2025 9:30AM

**Zoom Link: [Chateau Acadian Board of Directors Meeting](#)
(Click link to join)**

Call to Order: The Chateau Acadian 5/21/2025 Board of Directors Meeting was called to order at 9:48AM

- **Introduction of the board of directors:** Jason Mortensen, Kristina Minchow, Bob Nelson, Bob Lagneaux
- **Introduction of owners present:** N/A
- **Summit Resort Group present:** Noah Orth

[Chateau Acadian 8/14/2024 Board of Directors Meeting Minutes](#)

- A. The board was unanimous in approving the 8/14/2024 Board of Directors Meeting Minutes as presented

Regular Business

1. Financials: Chateau Acadian March 2025 (Full Set)

- a. [Chateau Acadian Balance Statement March 2025](#)
- i. The Chateau Acadian March 2025 reports:
1. Operating - \$2,864.54
 2. Reserves - \$91,803.96
 3. Total Checking & Savings - \$94,668.50
 4. Noah noted that the Board approved a a reserve to operating transfer of \$10,000 due shortfall
- b. [Chateau Acadian March 2025 Profit / Loss Budget Statement](#)
- i. The Chateau Acadian Profit & Loss Statement reports a total of \$50,223.96 of actual expenditures vs \$46,876.79 of budgeted expenditures resulting in a budget deficit of \$3,347.17
- ii. **Major areas of significant over expense variance \$500 or more include:**
1. Electric - \$3,290.12
 - a. Annual Budget - \$19,000.00
 2. Repair & Maintenance - \$1,992.48
 - a. Annual Budget - \$7,763.00
 3. Contingency - \$549.00

- a. Annual Budget - \$5,000
- iii. **Major areas of significant budget surplus variance \$500 or more include:**
 - 1. Roof Snow Removal - \$600.00
 - a. Annual Budget - \$600.00
- iv. [Chateau Acadian March 2025 Accounts Receivable](#)
 - 1. All dues are current
 - 2. Anything noted as a negative is a prepaid
 - 3. Unit 113 owes \$100 for parking pass replacement
- v. [Chateau Acadian General Ledger Through April 21st 2025](#)
 - 1. Board Review
 - a. **Bob Nelson made a motion to reclassify 93634, 261171 and 93906 from the building repair and maintenance account 580 into account 988 contingency. Jason Mortensen seconded the motion. Motion passed with no dissent**
- vi. [Chateau Acadian 2025 Expense Worksheet](#)
 - 1. Budget Preparation
- vii. Board Discussion
 - 1. Bob Nelson commented that he believes that the common areas are being overheated as electric costs have increased
 - a. Jason commented that the fitness room is on a working thermostat however is turned down significantly. Jason indicated that the thermostat in the owners lounge did not work in which we talked about having an electrician give a proposal to replace the baseboard heaters as well thermostat.
 - i. Noah indicated that out of the 8 baseboard heaters only 2 worked
 - ii. Noah also commented that in speaking to past managers besides switching off a circuit there are temperature dials with low medium and high setting in which Mike has them set at low and the dials are all removed.
 - iii. Noah also indicated that with new 240 volt heat tape being installed from the new roof / gutter and heat tape installation the association is going to see higher costs.

1. Bob Nelson indicated that there is not a perfect answer however if there is a way to monitor and turn off baseboards that are not working properly and unable to be controlled through the circuit then we should do so to save on utilities.
 - a. Noah indicated that he would have Stevens West Electric complete an inspection and proposal so that all baseboards are working properly and can be properly controlled.
 - b. Bob Lagneaux inquired if wifi thermostats could be installed for monitoring.
 - i. Noah indicated that he would look into it and get back to the board.

Old Business:

1. Board Positions and terms

- a. Jason Mortensen President - Term End 2025
- b. Kristina Minchow Vice President - Term End 2025
- c. Kristine Koblenzer Secretary - Term End 2025
- d. Bob Lagneaux Treasurer - Term End 2025
- e. Bob Nelson Director - Term End 2027
- f. Jim Durning Director - Term End 2027
- g. Justin Manning Director -Term End 2026

2. Annual meeting discussion points

- a. Additional Bike Rack and Placement
 - i. The board spoke regarding moving the bike racks to the back side of building B due to the growing number of bikes present. They discussed adding stairs to the center area and or the East side of Building B to have the ability to access the bike path.
 1. Noah is going to inquire pricing for stairs to be installed for the board to review.

3. Capital Project Updates

a. Waterproof Electrical Panel

- i. Completed

- b. Utility Shed Replacement**
 - i. Completed
- 4. Open Flame Equipment Policy**
 - a. Completed
- 5. Owners notification removal of items in the shop**
 - a. Completed
 - b. Board Discussion
 - i. Jason commented on outside of the clean of of the shop space the addition of bike racks in storage area of the shop for off season storage
- 6. Radon Fans**
 - a. Completed nothing was found out of the ordinary

New Business:

- 1. Tabled Discussion Items**
 - a. Dumpster Enclosure**
 - i. Board Discussion
 - 1. The board discussed that at this time to continue to have Mike make minor repairs to the dumpster enclosure as a full replacement is not within the association's budget.
 - b. Front Entrance Full Deck Staining**
 - i. Noah spoke in regard to past discussion points by the board to have the decks stained until spring of 2025 and or look into the cost of replacement and if replacing going with a composite material becoming maintenance free.
 - ii. Board Discussion
 - 1. Jason commented that he completed an association walk and did not view any areas that were in severe need.
 - a. Bob Lagneaux commented that their front entrance steps were showing signs of wear however at this time with finances could wait another year.
 - i. Jason stated that we may be past the point of repair and may need to look into replacement.
 - 1. The board was in agreement
 - c. Metal Entrance Steps**
 - i. The board indicated through proposals received that the high cost of installing metal entrance stairs would be a capital improvement which would need to be budgeted for in the future.

d. Association Electric Community Grill

- i. Kristina expressed that she did not believe that an association owned electric grill was needed.
 - 1. Jason agreed that for the one or two times a year that the grill would be used may not be worth the purchase as well had not viewed a large sized electric grill available.
 - a. The board discussed that owners have the ability to purchase an electric grill for personal use however for association gatherings potluck style or catering works best going forward.

e. West End Exterior Siding

- i. Bob Lagneaux commented that while he was onsite he was able to inspect and commented that material and proposal suggestions should be received. Bob indicated that the faux stone veneer is a big concern of his as soon as there is water penetration behind the veneer significant damage can occur.
 - 1. **Jason commented that the West side of building A through inspection of the upper board and batten siding was in need as the UV rays have taken a toll on its condition.**
 - 2. **Bob indicated that he liked the look of the new utility shed roof or corrugated metal.**
 - a. **The board requested updated siding material and cost proposals.**

f. Parking Lot RailRoad Ties

- i. The board spoke in regards to the parking lot railroad ties being more cosmetic however having a purpose to hold the erosion rock in place and having drainage purposes.
 - 1. The board commented that after viewing proposals that this would be a capital improvement project for the future as the labor costs to complete this would be significant.

g. Building B Back Irrigation

- i. The board discussed limiting the amount of water on the back side of building B to make sure that we are irrigating the trees enough for them to live.
 - 1. The board was in agreement in spring time watering once a week and then 2 times a week during the middle of the summer.

h. Building A Entrance / Creek Irrigation

- i. Noah presented the proposal from Greenscapes to replace the irrigation line on the southside of building A as the current line has been pinched by several tree root systems and no longer functioning.
- ii. [Irrigation Proposal](#)
 1. [Photo 1](#)
 2. **Kristina commented that we would not want to lose the grass to the entrance of the association and motion to approve the Greenscapes proposal. Bob Nelson and Jason Mortensen seconded the motion. Motion passed with no dissent.**

2. Bike rack location from front to back / additional rack is needed

- a. 8/14/2024 the board approved for the bike racks to be moved from the front to the back deck in building B and would determine if additional racks were needed.
 - i. The board decided to keep the racks in place until a good alternative to get down to the bike path was presented.

3. [Summit Roofing & Gutters Roof Inspection Report](#)

- a. Noah discussed with the board the findings of Summit Roofing and Gutters inspection of unit leaks and that there are several areas where ice damming has occurred where shingles were lifted up due to ice dams. Summit Roofing and Gutters indicated that the roof was not the source of the leak however large missing gaps in the chimney's stone veneer were the source of the leaking.
 - i. It was stated that significant damage was visible on the backside of building B due to the roof not getting sun from the large pine trees as well in between the dormer sidewall areas from high winds.
 1. It was recommended that the association have heat tape remediation put in place to allow for water to drain as well to have contracted snow and ice removal completed after major snowstorms to prevent ice damming occurring.
 2. The board commented that they would be budgeting for roof snow and ice removal for 2026 and determine if additional heat tape was needed over time.
 3. The board spoke in regards to the stone veneer on the chimneys and Noah indicated through talking to several contractors that if the condition is too far gone full replacement with an up to date material would be recommended.

- a. The board requested a proposal of repair and or replacement.
- b. The board's concern was the potential of recurring damage that needs to be completed.

4. Stucco / veneer inspection proposal

- a. Noah was also awaiting repAwaiting for proposal of repairs

5. Units 103,114 roof leaks

- a. After further inspection the causes were not due to the roof however large openings in the chimney's stone veneer.

6. Unit 102,107 spigot leaks

- a. Noah discussed with the board and made them aware that there were 3 units that have ball valve shut offs hidden in the unit lower bathrooms. Noah indicated that because these ball valves are located inside the unit and not being shut off a pipe split.
 - i. Jason indicates that come fall we need to make owners aware that these ball valves are shut off. Jason questioned if other units had these shut offs.
 - 1. Noah stated that units 102, 107, 115 have shut offs however unit 110 has a spigot but no access panel so the assumption is that there is not ball valve shut off in the bathroom
 - 2. Noah indicated that units 110 and 115 had the heat on in the lower bathrooms where units 102 and 107 the heat was turned off in which is the reason for the vented covers to allow heat to pass through.
 - 3. Bob Lagneaux inquired if a placard was put in place on those heaters indicating that the heaters needed to stay on.
 - a. The board indicated that specific unit owners need to be made aware of the ball valve as well that the heat needed to remain on during the winter months as it is providing heat source for the spigot ball valve.

4. [102](#)

- a. [Photo 1](#)

5. [107](#)

Miscellaneous Discussion:

1. Flower planting date: June 21st 2025

- a. The board will provide snacks for those who attend the flower planting day.
- b. Noah will put together an owner's notice to be sent to the association.

Meeting Dates:

Board of Directors Meeting: TBD

Annual Meeting: Saturday July 12th 9:00AM

Adjournment: The Chateau Acadian 5/21/2025 Board of Directors meeting was adjourned at 11:08AM