

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

8/14/2024 9:00AM

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

Call to Order: The Chateau Acadian 8/14/2025 Board of Directors Meeting was called to order at 9:05AM

- **Introduction of the board of directors:** Bob Nelson, Jason Mortensen, Kristina Minchow, Jim Durning, Bob Lagneaux, Kristine Koblenzer
- **Introduction of owners present:**
- **Summit Resort Group present:** Noah Orth

[Chateau Acadian 6/19/2024 Board of Directors Meeting Minutes](#)

A. Jason Mortensen made a motion to approve the 6/19/2024 meeting minutes as presented, Bob Lagneaux seconded the motion, motion passed with no dissent.

Regular Business

1. Financials: Chateau Acadian June 2024 ([Full Set](#))

a. [Chateau Acadian Balance Statement June 2024](#)

- i. The Chateau Acadian June 2024 reports:
 - 1. Operating - \$22,740.95
 - 2. Reserves - \$100,377.45
 - 3. Total Checking & Savings - \$123,118.40

b. [Chateau Acadian June 2024 Profit / Loss Budget Statement](#)

- i. The Chateau Acadian Profit & Loss Statement reports a total of \$89,571.53 of actual expenditures vs \$85,316.75 of budgeted expenditures resulting in a budget deficit of \$4,254.78
- ii. **Major areas of significant over expense variance \$500 or more include:**
 - 1. Accounting - \$512.28
 - 2. Electric - \$504.62
 - 3. Trash - \$607.56
 - 4. Snow Removal - \$3,346.34
 - a. Noah indicated that a clean up was completed and extra plowings account for the overage
 - 5. Security & Fire Safety - \$523.18
 - a. Noah noted that some of the overages are based on when invoices are paid and how the budget money is distributed throughout the year.

- iii. **Major areas of significant budget surplus variance \$500 or more include:**
 - 1. Insurance - \$507.16
 - 2. Sewer - \$465.00
 - 3. Repair & Maintenance - \$1,538.62
- iv. [Chateau Acadian June 2024 Accounts Receivable](#)
 - 1. All dues are current
 - 2. Anything noted as a negative is a prepaid
- v. [Chateau Acadian General Ledger Through July 27th 2024](#)
 - 1. Board Review
 - 2. Jason Mortensen commented that he had reviewed and everything looked good.
- vi. [Chateau Acadian 2024 Expense Worksheet](#)
 - 1. Budget Preparations
 - 2. Noah indicated that the monthly expense worksheet is a tool a that is used to show which months are over and under budget based on how funds are distributed as well in preparing for the upcoming fiscal years budget. Noah commented that he would be imputing the last 3 months of 2023 financials for the board to review to have a better idea where account adjustments can be made.
- vii. **Chateau Acadian June 2024 Financials Approved**
 - 1. **Bob Nelson Made a motion to approve the June 2024 financials as presented, Jim Durning seconded the motion. Motion passed with no dissent.**

Old Business:

- 1. **Official Storm Door**
 - a. **Make** - Larson Tradewinds Selection
 - b. **Model** - Mid View
 - c. **Color** - Elk Brown
 - i. Noah commented that on the Lowes website the color was listed as Elk Brown however when researching there is no longer an Elk Brown and is just Brown.
- 2. **Recycling**
 - a. **Board Discussion:**
 - i. The board discussed continuing to educate the ownership and their guests through signage and visuals
- 3. **Hot Tub Cover Replacement**
 - a. Completed

- b. Jason Mortensen commented that the soft cover has been great in keeping the heat as well as the ability to take on and off compared to the old hard covers which were well worn with seams torn.
- c. Board Discussion
 - i. Jim Durning brought up that there was discussion from an owner regarding the safety of a softcover vs a hard cover with children.
 - 1. Bob Nelson indicated that the concern was with young children onsite and the board would need to implement a latch or lock in which children could not access for liability purposes.
 - 2. Kristina mentioned installing an auto lock system in which a code would need to be pressed for entrance.
 - 3. Noah commented that just having the spa door open as it is currently throughout the day the best thing to do would be to place electronic locks in place not allowing access to the spa room without a code as well placing own risk signage. This does not however take away liability however is a deterrent as the child could potentially get the code from mom or dad.
 - a. The board requested costs for electronic locks to be installed.

4. Tree Removal

- a. Completed
 - i. Noah commented that there were two trees in the parking lot that were removed in which the contractor BobbyCat Landscaping did a wonderful job with the removal and clean up.

5. Garbage Enclosure

- a. Jason Mortensen brought up the condition of the dumpster enclosure to have Mike Nelson inspect and sure up before the winter months.
 - i. Noah commented that he and Mike talked about it and believe it to be completed however would follow up with Mike.

New 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

h. Board Discussion

- i. The board was unanimous in appointing Board of Directors Positions listed above

2. Annual meeting discussion points

- a. Additional Bike Rack and Placement
- b. Board Discussion
 - i. Bob Nelson commented that with the increasing number of bikes his recommendation would be to move the bike racks to the back side of the owners lounge as there is access to the bike path from unit 116.
 - 1. Jason agreed however commented on the concern of thrift in that location.
 - a. Bob commented that someone would have to be looking very hard as well they would have to get up on the deck which is gated at the end of 116 however is open to the board's thoughts.
 - b. **The board agreed for spring of 2025 to move the bike racks to the back deck of building b and then determine if another rack was needed**

c. Bike Storage

- i. Bob Nelson indicated that he was planning on utilizing the back of the shop space for bike storage as well as several other owners that he has spoken to have that same intention.
 - 1. Jason indicated that with the shop clean out, that the back area of the shop is a great area for owners to be able to store their bikes during the winter months.
 - a. Bob Lagneaux inquired if any racks were needed for that space.
 - i. Bob Nelson indicated that he didn't think so as bikes can be locked together
 - 1. Jason Motrensen indicated that many bikes do not have kickstands in which we may want to look into some kind of tire rack system for organization as wall space was limited.
 - b. **The board approved for the ownership to store bikes in the shop during the winter months as well Jason is going to look into a cost effective tire system for organization.**

3. Capital Project Updates

- a. **Electrical** - Approved by the board and signed contract has been presented to Stevens West Electric
- b. **Utility Shed** - Approved by the board and signed contract has been presented to Montauk Inc
- c. **Deck Staining**
 - i. Board Discussion

- ii. Jason indicated that he did not have preference one way or another at this time
 - 1. Kristine Koblenzer agreed to postpone and reevaluate in the spring the need.
 - 2. Bob Lagneaux commented that the front decking material is in really rough shape in that the board may want to look into replacement.
 - a. Bob Nelson commented that a deck replacement may be a substantial amount of money.
 - b. Jason inquired if Bob felt that repairs could be completed and or individual boards could be replaced like the back decks were done.
 - c. Noah commented that deck replacement in general is expensive in which you start getting into material discussion between composite, LP or Red Wood however stated that back in the day treated lumber may have not been used which at that point joist would need to be replaced. Noah suggested that come spring this is revisited for inspection by a building contractor so that numbers can be presented in which the association can start budgeting and or collecting for.
 - d. The board agreed to discuss in the spring of the year as far as repair vs replacement

d. Dumpster Enclosure - Tabled for future

e. Metal Entrance Steps - Tabled for future

f. West End Exterior Siding

i. Board Discussion

- 1. Noah commented that the West side of Building A board and batten siding is past its life and should be replaced. Montauk Inc inquired direction from the board regarding material as there are much better products on the market to better protect.
 - a. Bob Nelson commented that nothing was going to be able to be completed this year however to discuss prices for future
 - b. Bob Lagneaux was going to inspect and make some suggestions to the board.

g. Parking Lot RailRoad Ties - Tabled for future

- i. Bob Nelson commented that the ties are in disrepair and at some point the association is going to have to bite the bullet and have them updated.
 - 1. The board felt that it was a cosmetic issue for now but needs to be discussed as there are drainage purposes as well.

4. Yard Maintenance

a. Building B back landscaping / irrigation

- i. Kristina brought to attention that there were several aspen saplings that needed to be removed as well if the board plans on watering that back area being that there is little to no grass
 - 1. Noah indicated that he would have Mike remove any aspen saplings. In regard to watering Noah indicated that he would have Mike take a look at the control board to check watering times.
 - 2. Bob Nelson indicated that he spoke with Mike and it was stated that the landscaper must have changed that watering time and noticed that it was going 6 days a week in which Mike had corrected, however is there a real need to water that area.
 - a. Kristina discussed not watering that area and lettering it.
 - b. Jason inquired if there was a separate zone to not have to water.
 - c. Noah indicated that with the large trees that are there and the acidity they are putting off killing the grass around the trunks and roots the board may want to consider letting it go and throwing out some wildflower seeds in that bottom area and become natural.
 - d. Jason commented that he would agree to stop watering due to the condition from the pine needles and explore the options of wildflower seeding or some kind of ground cover.

b. Building A Front Entrance Irrigation

- i. Noah indicated that the irrigation line was pinched due to either tree trunks and or roots and in speaking with Greenscapes it would be more beneficial to just replace the line as to find the source of the pinch and or condition of the line.
- ii. Noah indicated that he was awaiting a proposal to do so.

5. Open Flame Equipment

- a. Policy in place and all equipment removed 55 days in advance (April 1st 2025)
Underwriting will be inquiring if the association is compliant at that time and if not will issue a non-renewal
- b. Board Discussion
 - i. The board discussed putting together a notification to the ownership making them aware that all open flame equipment would need to be removed by April 1st.
 - 1. Jason commented that the board discussed an October 1st 2024 removal date which will be drafted in the letter.
 - 2. Kristine commented that Bob Nelson spoke about finding a contractor to remove all grills
 - a. Noah indicated that we would have to find a contractor that could complete this and set up a day for owners to get their

grills out to the front parking lot to be removed. Noah indicated currently all owners are responsible for removing their own personal property for liability reasons.

3. Bob Lagneaux inquired if this affected the units wood burning fireplaces
 - a. Noah indicated no however the association still would want to have inspections completed for insurance reasons.

6. Owners notification removal of items in the shop

- a. Jason stated that he would also include this in the owner's notification.

Miscellaneous Discussion:

A. Renewed long term tenant lease agreements and parking issues

- a. Noah indicated that with any association that he manages there will always be parking issues which is the reason for parking policies to be in place and enforced. Noah indicated that many of his associations that have assigned parking spaces don't dance around with stickers any longer and go right to towing. Owners understand the policy and the reasons behind them however tenants and guests are always going to try to get away with what they feel is right not knowing the issues.
- b. Noah reminded the board the lease agreements and violations are per lease and not consecutive.
- c. Jason commented that we want to make sure that the board is being consistent.
 - i. Bob Lagneaux commented on the point of the lease to make sure there is a contract defining the rental relationship between owner and tenant in which within the lease are following the association's rules and regulations.
 - ii. Jason commented that if two people are on the lease and two parking spots are available to the tenant are we collecting licence plate numbers to monitor.
 1. Noah indicated no as the assigned unit parking passes show which vehicle belongs to which unit and if a vehicle does not have appropriate passess they would be in violation.
 - a. Noah indicated it would be difficult to police licence plates as what if a unit owner was having work done and had a rental. The purpose of the parking pass is to assign vehicles with units.

Next Board of Directors Meeting Date:

1. Next Board of Directors Meeting Date: TBD

Adjournment: The Chateau Acadian 8/14/2025 Board of Directors meeting was adjourned at 10:44AM