

## **Meeting of Chateau Acadian Board of Directors**

Summit Resort Group

February 19, 2021

12:00 pm

### **I. Call to Order**

The meeting was called to order at 12:04 pm. Jim Watson, Jim Durning, Sandy Nelson, Bob Lagneaux, Kate Schulte, Kristine Koblenzer, and Kristina Minchow attended via Zoom videoconference. Katie Kuhn, Kevin Lovett, and Robin Hebert represented SRG.

### **II. Owners Forum**

No owners were present.

### **III. Approval of Meeting Minutes**

The minutes of the 11/06/20 board meeting were reviewed. Kristina made a motion to approve as presented. Kristine seconded and the motion carried.

### **IV. Financial Report**

December 31, 2020 close financials report that we have \$2,943 in Operating and \$42,625 in the Reserve Account. The Roof Reserve account has a balance of \$32,501.

December 31, 2020 Profit and Loss reports \$129,833 of actual expenditures vs. \$127,384 of budgeted expenditures which is unfavorable to budget by \$2,449.

Major areas of variance:

- Insurance - \$1,940 over
- Electric - \$1,155 under
- Water - \$2,313 over. Katie will send one years' worth of water bills to Sandy for her review.
- Roof Snow Removal - \$1,000 under
- Repair and Maintenance - \$2,423 over due carpet cleaning
- Landscaping - \$2,311 over due to tree spraying, pest control, and annual irrigation repairs and landscaping maintenance
- Contingency - \$1,383 under

All reserve contributions have been made.

A/R is good. Negative balances are prepaid, and only one unit still owes the special assessment.

The fireplace cleaning and inspection expense is still in reserves due to the low operating account balance. Because the budget is so tight, the Board believes that the expense should be an individual owner expense. Many owners do not use their fireplaces, yet they are still cleaned/inspected annually. SRG will research if annual fireplace cleaning and inspections are required for rental units.

### **V. Managing Agents Report**

#### Completed items

- Legal opinion received regarding ESAs

- Annual backflow testing completed
- Removed snow and ice from roof due to roof leak at 108
- Heat tape repair on south wing (thanks Robin!)
- 113 storage door latch repair
- Gutter cleaning and realignment (thanks Robin!)

#### Pending Items

- Roof repairs from Northwest roofing – after multiple visits, North West will do the repairs in the Spring because snow and ice prevented them from doing the repairs.
- Spa heater repair – Hot Tub Company is scheduled to evaluate.
- LED Light replacement – Robin is looking at fixture options.

### **VI. Actions via Email**

Sandy moved to approve the following actions via email. Jim W. seconded and the motion carried.

- 1-22-21 SRG Lease Approval (approved)
- 2-1-21 Dog Request for Robin (approved)

### **VII. Old Business**

- Non-SRG managed rental units need to pay the rental surcharge for any months they have rented their units. SRG will remind owners.
- Rental Discussion
  - Unit 113 – Fined \$300 for parking and quiet hours noise violations.
  - The Board will require all owners who rent their units sign a memo that they agree to follow Chateau Acadian Rules, and to properly screen their tenants. Kate S. personally calls each renter before accepting the reservation which has helped ensure quality renters who understand the rules and regulations.

### **VIII. New Business**

- Bob and Kristine will research replacement options for the back deck sconces and report back to the Board. Once a fixture is agreed upon, they will be replaced.
- Jim D. noted that his front storm door needs replaced. The Board agreed to review available storm door options that are pre-approved for owners that wish to replace their doors. Kristina getting pricing on window and door replacement and will keep the Board updated as she gets pricing.
- Parking permit request from Robin (Two for him, one for guests)
- Management Agreement Action Items
  - Owner's Directory
  - Chateau Acadian Item Inventory – Robin is building the inventory with Bernie's assistance
  - Recycling Improvements for Rentals – the Board approved purchasing recycling totes to be placed in units.
  - A new hot tub sign has been mounted.
  - SRG will email owners when the Summit County Covid Dial changes.
  - The Board gave some clarification on the Site Manager duties. SRG will remove #16 from the job description, and Robin will keep the lobby locked from 10pm-8am.
- The monthly action item report was reviewed. Robin found some emergency exit lights fixtures not functioning. SRG will get pricing for replacement and send to the Board.
- Snow removal for back decks was discussed. Robin will keep access to the storage units clear but otherwise will not shovel the rear common area decks in the winter.

**IX. Next Meeting Date**

The next board meeting was scheduled for May 7th at 12:00pm.

**X. Executive Session**

The Board entered executive session at 2:09. Summit Resort Group left the meeting.

**XI. Adjournment**

With no further business, at 2:33 pm, the meeting was adjourned.

Approved: \_\_\_\_\_5/07/2021\_\_\_\_\_