

**CHATEAU CLAIRE CONDOMINIUM ASSOCIATION
ANNUAL MEETING
August 20, 2022**

I. CALL TO ORDER/INTRODUCTIONS/DETERMINATION OF QUORUM

The Chateau Claire Condominium Association Annual Homeowner Meeting was called to order at 1:08 p.m. via videoconference.

Board Members Present Were:

Patrick Chelin, President, #15/#36
Emily Francia, #28

Linda Stevens, Vice President, #34
Dan Windschitl, #55

Homeowners Present Were:

Lenore Knox, #4
Joe Kaley, #14
Johnny & Nichel Mulstay, #21
Kristina & Ron Corliss, #27
Robert Stevens, #34
William & Martha Fithian, #43
Mimi Motahari, #49
Ellen Sarcone, #51

Sue Emerson, #12
Greg & Ann Rutherford, #19
Emily Holloway, #24
Allen Spanier, #30
Nancy Holloway, #38
Lisa Lee, #46
Susan Hayes, #50

Representing Summit Resort Group (SRG) were Kevin Lovett, Noah Orth and Tonya Lindsey. Erika Krainz of Summit Management Resource transcribed the minutes from recording.

With units represented in person or by proxy a quorum was confirmed.

II. APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES

Motion: Patrick Chelin moved to approve the minutes of the August 21, 2021 Homeowner Meeting as presented. Linda Stevens seconded and the motion carried.

III. PRESIDENT'S REPORT

Patrick Chelin said there has been a focus on improving the grounds. The management team has done a great job.

IV. TREASURER'S/FINANCIAL REPORT

A. Year-to-Date Review

Noah Orth reported that as of July 31, 2022 the Association had \$104,475 in the Operating account and \$157,192 in the Reserve account. The Association was operating \$9,421 unfavorable to budget. Significant variances included:

1. Property Tax - \$1,091 unfavorable to budget.
2. Insurance - \$1,168 unfavorable to budget.
3. Grounds & Parking Maintenance - \$1,713 unfavorable to budget.
4. Trash Removal - \$1,105 unfavorable to budget.
5. Natural Gas - \$2,207 unfavorable to budget.

6. TV & Internet - \$3,823 unfavorable to budget
7. Electric - \$1,127 unfavorable to budget.
8. Miscellaneous - \$2,212 unfavorable to budget for an insurance claim.
9. Repair & Maintenance - \$731 favorable to budget.
10. Snow Removal/Heavy Equipment - \$1,000 favorable to budget.
11. Water - \$4,182 favorable to budget.

Motion: Patrick Chelin moved to approve the financial report. Linda Stevens seconded and the motion carried.

B. 2022 Approved Budget

Noah Orth will be working with the Board to develop the 2023 Budget.

There was a suggestion for the Board to consider eliminating cable service and to provide internet only. This will be discussed during New Business.

V. MANAGING AGENTS REPORT

A. Completed Projects

1. Remodeled the Building 1 basement rec and laundry rooms.
2. Signed a contract with CSC for laundry machines. There have been some problems using the app due to poor wi-fi in the basement so it is advised to have quarters on hand.
3. Changed the codes for the common and storage electronic door locks.
4. Completed the unit key replacement audit.
5. Patched Building 4 siding holes.
6. Painted the exterior window casings.
7. Stained the exterior siding.
8. Cleaned the building vents.
9. Completed the fire safety equipment inspection.
10. Tested the irrigation backflow.
11. Replaced damaged irrigation heads.
12. Planted the flowers and landscaped the grounds.

B. Pending Projects

1. Building 1 front irrigation line inspection and proposal. It is hoped the system can be repaired and made operational.
2. Building 4 boiler replacement is scheduled September 15th. Residents will probably be without water for one day during the installation.
3. Kayak and paddleboard rack installation.
4. Building 1 common hallway renovation proposals.

C. Report Items

1. Building 4 Unit 50/51 leak. The leak was caused by cold air coming through holes that had been drilled in the wall during a remodeling project.
2. Building 4 common area ceiling leak. The leak above the laundry room was caused by pinholes in the copper piping.

VI. OLD BUSINESS

A. *Chimneys*

All chimneys were inspected and cleaned as needed based on the report.

B. *Policies and Procedures*

Action Item: Noah Orth will confirm that the most recent Policies and Procedures are posted on the website.

VII. NEW BUSINESS

A. *Owner Survey and Expense Discussion*

An owner survey was conducted last year to determine priorities for improvements at the property. The responses indicated that one area of focus should be the entryways into each building (12 total). Several bids were solicited and the Board will be selecting contractors for the various elements. The project will include new flooring in the entryways (luxury vinyl on the flat surfaces and basement stairs and commercial grade carpet on the exposed stairs), new white trim, repairing and painting the walls and removing the wallpaper on the upper levels. A second phase of the project might include sanding the ends of the existing stairways and replacing the railings. The Board and SRG will manage the contractors instead of hiring a General Contractor, which would cost about \$30,000 per building. In order to do all four buildings at the same time, it will be necessary to levy a Special Assessment to fund the work.

Susan Hayes spoke in favor of hiring a General Contractor because they get discounted pricing for materials and subcontractors are more likely to be responsive. Patrick Chelin noted that the Board has bids from four General Contractors as well as individual suppliers and is considering the financial implications but they will take this under consideration.

The amount of the Special Assessment has not been determined but it will include two years of operating expenses due to recent cost increases. An evaluation of the property will be done to determine if there are any other infrastructure issues that need to be addressed.

B. *Summit Resort Group Contract Extension*

The Board has been very pleased with the service provided by SRG and signed a contract extension through the end of 2023.

C. *Grounds Improvements*

It was determined that the irrigation heads in front of Building 1 need to be moved away from the building to prevent reoccurrence of flooding. This will be a project for next year.

D. *Kayak and Paddleboard Rack*

In response to owner requests, a kayak and paddleboard rack will be installed on the north side of Building 4 where it will not be visible from the parking lot. It will be for use from April through October. An email will be sent to all owners in the next few weeks to solicit volunteers and set a date to assemble and install it.

E. *Firestick/Roku*

The Association currently spends about \$3,000/month on internet and cable. The Board researched Firestick and Roku options, which would save the Association about \$2,500/month after the initial purchase expense. The Xfinity contract expires at the end of the year. The Board intends to submit notice of non-renewal of the cable service in November and purchase Firesticks or Rokus for all units. The internet service will still be provided.

Owner questions and comments addressed the following:

1. Technical Support – Owners will be able to get technical support for the device from Amazon.
2. News – It may not be possible to access local news with a Firestick or Roku.
3. Cable Service – Owners will be able to get cable from Xfinity at their own expense.

F. *Recycling*

There are recycling bins at the property and they account for half of the Waste Management expense. The Board has learned that the recycling is frequently disposed with regular trash because it is contaminated with food and other non-recyclable items. The Board is considering eliminating recycling but has not yet made a final decision. It was noted that eliminating recycling could impact the ability of owners to obtain short-term rental licenses. Kevin Lovett clarified that it is the owner that is short-term renting who must provide recycling in their own unit and their housekeeping crew can be responsible for taking the materials to the recycling center.

VIII. OWNERS FORUM

1. Nancy Holloway commented that the deck railings on the back side of Building 4 are unstable and the decks need to be stained. She did not think the windows had been painted because they are difficult to access. She requested creation of an owner list. Patrick Chelin said he saw the contractor on the back side with long ladders. Noah Orth said the upcoming evaluation will include the decks and it will include a report of the conditions. The Board will take the request for an owner list under consideration.
Action Item: Noah Orth will confirm with the painting contractor that the window casings were painted.
2. Mimi Motahari thanked the SRG team and Tanya and commented that this was the best management she has ever experienced at the property. She said the mailing address for the property is still listed as Buffalo Mountain Managers. Patrick Chelin said he was working with the County to have it corrected.
3. Joe Kaley asked if the Board would consider regulating materials for flooring replacements in units that are rented short term. The unit above him replaced carpet with hard surface and it is very noisy. Patrick Chelin said the previous Board

implemented a flooring policy that specifies where tile or hard surface flooring can be installed along with sound dampening underlayment requirements.

4. Johnny Mulstay said he has experienced problems with late night noise outside the units related to short-term rentals. Patrick Chelin said owners can report disturbances from short-term rental units to the Summit County hotline, or call the police.
Action Item: Noah Orth will provide the phone numbers for the various contacts.
5. Emily Holloway suggested surveying the owners to determine how many need a Firestick since some owners already have smart televisions or AppleTV.
6. Ellen Sarcone asked about the schedule for the park completion. Mimi Motahari said the path around the park should be paved by December. There will be a fence around the baseball field. They are pouring the concrete for the three playgrounds and climbing wall now.
7. Lenore Know requested a second spring owner meeting. Linda Stevens said the Board can schedule additional meetings but there is a cost associated with them.
8. Sue Rutherford said they had to pay an additional \$600 to get a short-term rental license because the property does not have assigned parking spaces. Linda Stevens said there are 65 parking spots and 99 parking passes so there is no way the spots can be numbered. Parking is based on availability. The Board previously discussed striping the parking spots but tabled action based on financial constraints and the fact that striping is not visible during the winter. Owners are asked to limit parking to two cars per unit.

IX. OWNER EDUCATION

Noah Orth provided information regarding items that should not be put down the garbage disposal.

X. ELECTION OF DIRECTORS

The terms of Patrick Chelin and Linda Stevens expired this year and they were both running for re-election. There was one other open seat up for election. Ellen Sarcone and Lenore Knox self-nominated. Since the election was contested, secret ballots will be sent to all owners by mail.

XI. NEXT ANNUAL MEETING DATE

The next Annual Meeting date will be set by the new Board.

XII. ADJOURNMENT

The meeting was adjourned at 2:36 p.m.

Approved By: _____
Board Member Signature

Date: _____