

CHATEAU CLAIRE CONDOMINIUM ASSOCIATION
ANNUAL MEETING
August 16, 2025

I. CALL TO ORDER/INTRODUCTIONS/DETERMINATION OF QUORUM

The Chateau Claire Condominium Association Annual Homeowner Meeting was called to order at 9:05 a.m. via videoconference.

Board Members Present Were:

Patrick Chelin, President, #15/#36
Linda Stevens, Treasurer, #34

Ellen Sarcone, Vice President, #51
Nick Zomer, Secretary, #6

Homeowners Present Were:

Brian & Lenore Knox, #4
Chuck Watson, #7
Tara Larson, #14
Tom Nguyen, #17
Carol & Abe Minzer, #23
Bibi Gottschall, #25
Emily Francia, #28
Jay Gietl & Renee Hogue, #41
Mimi Motahari, #49

Keith Thompson, #5
Susan Emerson, #12
Linda Cartlidge, #16
Greg Rutherford, #19
Nancy Holloway, #24/#38
Kristina Corliss, #27
Bob Stevens, #34
Ryan McGibbon & Eric Mayhew, #47
Susan Hayes, #50

Representing Summit Resort Group (SRG) was Noah Orth. Erika Krainz of Summit Management Resource was recording secretary.

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 17, 2024 Homeowner Meeting as presented. The motion was seconded and carried.

III. PRESIDENT'S REPORT

Patrick Chelin did not have a report.

IV. TREASURER'S/FINANCIAL REPORT

A. June 2025 Balance Sheet

The Balance Sheet reflected \$91,073 in Operating and \$112,809 in Reserves for Total Checkings and Savings balance of \$203,882.

B. June 2025 Profit and Loss Statement

Total expenditures were \$63,613 against a budget of \$65,125, resulting in a \$1,512 surplus.

Major unfavorable variances (over \$500) included:

1. Legal/Professional - \$575.
2. Insurance - \$2,475.
3. Repairs & Maintenance - \$7,102.
4. Snow Removal Roof – \$650.
5. Electric - \$942.

Major favorable variances (\$500) included:

1. Snow Removal Heavy Equipment - \$1,000.
2. Water - \$1,253.
3. Sewer - \$1,374.
4. Trash Removal - \$515.

C. 2025 Approved Budget

There was a year-to-date surplus of \$1,512. All monthly Reserve contributions of \$4,807 have been made through June 2025.

D. 2025 Monthly Expenses Worksheet

The year-to-date monthly expense worksheet indicates the Association operated favorable to budget in February, May and June and unfavorable to budget in January, March and April. Noah Orth pointed out that fluctuations are common due to timing of the expenses. This worksheet will be used as a tool in the preparation of the 2025 Budget.

Keith Thompson noted a formula error on the worksheet.

Motion: Patrick Chelin moved to approve the financial report with a correction to the annual column. Ellen Sarcone seconded and the motion carried.

V. MANAGING AGENTS REPORT

Noah Orth introduced the new Onsite Manager Greg Brown.

A. Completed Projects

1. Installed two Mutt Mitt stations by the dumpster enclosure and at the bottom of the Building 4 stairs.
2. The flat and Asgard roofs were inspected and repaired as needed. Owners are asked to notify Noah Orth of any missing shingles.
3. The boiler pump was replaced in Building 1 and the crawlspace was inspected.
4. The boiler pump seal was replaced in Building 4.
5. Hanging baskets were purchased and installed. The Board is considering replacing the baskets with ground planters that will not dry out as quickly.

B. Ongoing Projects

1. Building 3 crawlspace water remediation, including inspection for structural frame support and cleaning, sump pump installation, and installation of vapor barrier on the floor and ceiling.
2. Minor irrigation repairs.

3. Concrete and railings were inspected. Some of the metal railing bases are rotting and concrete steps cracked.
4. Completed common area copper pipe inspection and replacement of corroded sections.
5. Parking passes will be replaced with printed plastic passes.
6. Unit fireplace inspections are upcoming.

C. Items of Attention

1. Building 2 had a boiler outage for two days. It is recommended that owners keep a space heater in the unit for use during outages.
2. Failed zone valves should be replaced with motor operated Honeywell valves.
3. Two roof leaks were reported. One was caused by rotten plywood sheathing.
4. Units 9 and 3 had drywall repairs following a common drain stack leak.
5. Unit 50 had a frozen water line, which affected the common hallway and Unit 51. An insurance claim was filed. An inspection company was hired to do a blower door inspection. Closed cell foam was added around the plumbing and the new electrical meters on Building 4 were sealed.

VI. OLD BUSINESS

A. Open Flame Policy Follow Up

Per the new insurance requirements, all open flame devices are prohibited effective April 1, 2025. Electric grills are allowed but they cannot use anything combustible such as pellets. Any violations identified during insurance audits could result in loss of coverage for the entire property. Keith Thompson mentioned he has a small electric Cuisinart grill and it works well, even in winter. Ninja is another option. Ace Hardware can make a bulk order at a discounted rate for Weber grills if there are enough interested owners.

B. Current & Ongoing Projects

1. Crawlspace Remediation – Moisture remediation in the crawlspaces of Building 1 and the south side of Building 2 was completed. Building 3 has been started. Trenches have been dug and sump pumps have been installed. Vapor barrier is being added on the floor and ceiling.
2. Concrete Steps and Railings – The back deck railings on Building 4 were replaced and loose railings were secured. Some railings have rotted through. The Board is looking at replacement. There are also some cracked concrete steps.
3. Corrosion – There are areas of corroded pipes. The Board is looking into a bulk project to replace those areas. The water system is being flushed routinely.

VII. NEW BUSINESS

A. Future Capital & Maintenance Project Discussion

Patrick Chelin reported that future projects include continued foundation work, railing replacement and addressing rotted plywood roof decking.

Keith Thompson questioned the roof issues, given that the roof was replaced in 2018. Patrick Chelin said rotten plywood has been discovered during leak repairs. It is not known if plywood replacement was part of the scope of work in 2018. The contractor has indicated that the nailing pattern on some of the Asgard shingles was not appropriate and some are falling off. SRG was not managing the property in 2018 so it has been difficult to locate the historical records. An extended warranty was not purchased in 2018 due to budgetary constraints.

B. Insurance Bare Walls Coverage Discussion

Nick Zomer said insurance policy deductible was increased. It is recommended that owners include deductible coverage in their HO-6 policy. Filing claims puts the association at risk of not being renewed by Farmers. A bid was obtained for bare walls coverage but the savings would be minimal and it was determined it was more effective to continue with all inclusive coverage. Patrick Chelin said the biggest cost increases at the property have been related to water leaks and insurance. Owners can be assessed for the deductible if damage originates in their unit, i.e. a failed wax ring around toilet, shower drain leak, etc.

Action Item: Noah Orth will create a flow chart for claims based on the information from Mamich and distribute it to the owners.

C. Toilet & Thermostat Unit Updates

Toilets manufactured prior to 1994 use 4 – 6 gallons/flush. Newer toilets use 1.6 gallons/flush. Owners are encouraged to upgrade to conserve water and reduce costs. Programmable thermostats greatly increase energy efficiency. NEST thermostats work well in the units and the Board would like all thermostats to be upgraded by the end of the year.

A few zone valves were stuck open and had to be replaced. Owners are encouraged to consider replacing the original zone valves with Honeywell valves. The cost is \$500 - \$700. The units do not have a C wire but the higher end NEST thermostats do not need one. It was noted that some of the unit zone valves are in the crawl space.

Owners are asked to notify Noah Orth if they have upgraded their thermostat or replaced their toilets with low flow models.

VIII. OWNER EDUCATION & REMINDERS/OPEN FORUM

A. Homeowner Reminders

1. Only electric grills are allowed due to the No Open Flame Policy.
2. Chateau Claire is a smoke free Association. Unit windows are open during the summer and not all owners appreciate the smoke and smell. Please be neighborly.
3. Owners should make sure guests are aware of the House Rules.
4. It is advised that all owners exercise the water shut offs behind sinks, toilets and vanities. Hard water can cause corrosion and seizing of shut offs.
5. All equipment must be removed from the kayak racks by October 31st.

6. Vehicles need to be moved for snow plowing.
7. Owners are asked to ensure vehicles are parked on the asphalt to facilitate mowing.
8. Hallway cleaning occurs on a regular schedule. Owners are asked to remove ski boots and muddy shoes at the entrance area bench.
9. Owners should contact the SRG Front Desk or Noah Orth regarding maintenance issues.
10. Personal items and equipment cannot be stored in the common hallways.
11. Unoccupied units should be inspected regularly by SRG. Owners need to sign a liability form to authorize SRG to access the units.
12. Owners must provide a current key for their unit so SRG has access for emergencies.

B. Owner Comments & Questions

1. The Building 4 stairwell railing bolts are loose.
2. The center units could use benches in the entryway. It was noted that the space is very narrow and a bench could block access. A small single seater might fit.
3. There was a request to schedule the recoding of the locks during mud season instead of mid-winter to minimize impacts on guests.
4. There was a request to allow an owner to put up art in the hallways. Owners can request authorization from the Board.

IX. ELECTION OF DIRECTORS

The term of Ellen Sarcone expired and she was not running for re-election. Ryan McGibbon volunteered to serve. There were no other nominations from the floor and Ryan McGibbon was elected by acclamation.

X. NEXT ANNUAL MEETING DATE

The next Annual Meeting date will be posted on the website. There will be a potluck owner gathering after the meeting.

XI. ADJOURNMENT

Motion: Patrick Chelin moved to adjourn at 10:35 a.m. Linda Stevens seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature