

CHATEAU CLAIRE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 7, 2021

I. CALL TO ORDER

The Chateau Claire Condominium Association Board of Directors Meeting was called to order at 5:00 p.m. via videoconference.

Board Members Present Were:

Patrick Chelin, President

Emily Francia, Vice President

Linda Stevens, Secretary/Treasurer

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

II. HOMEOWNER FORUM

There were no owners present.

III. APPROVE PREVIOUS MEETING MINUTES

The August 3, 2021, transition meeting minutes were included in the meeting packet for informational purposes but were not formally approved.

IV. FINANCIAL UPDATE

A. Year-to-Date Review

John Morgan reported that as of August 31, 2021 the Association had \$156,335 in Operating Cash and \$204,192 in Reserve Cash, excluding the \$100,000 line of credit. The Association was operating \$23,062 unfavorable to budget due to overages in Repairs & Maintenance (\$6,165), Legal Expense (\$7,845) and Utilities Expense (\$8,411).

The line of credit will be converted at the end of the year. The roofer has been paid in full.

Linda Stevens noted that there were a number of electric supply lines that shut off this morning. John Morgan said some of the timers were not functioning properly for the hallway and exterior lights. He has been working to reset them. A new digital timer was installed in Building 1.

Action Item: John Morgan will contact the electrician to report the electrical issues.

B. 2022 Budget

A draft of the 2022 Budget will be forwarded to the Board by the end of the month. A meeting will be scheduled in mid-December for budget ratification.

V. MANAGING AGENTS REPORT

A. *Completed & Pending Projects*

1. The electric meters have been replaced. The contractor will not be paid until everything is working correctly.
2. The boiler replacement project is in progress.
3. The Manager apartment renovation is mostly completed. The unit was repainted, the kitchen cabinets were painted, the carpet was replaced, and new flooring was installed in the kitchen, dining area and hallway. The Board informed SRG that rent does not need to be paid for September.
4. The financial and bookkeeping transition has been completed.
5. The 2021 Annual Meeting was held.
6. The fireplace inspections have been scheduled on November 9th and 10th. It was confirmed that all fireplaces are wood burning, and the owners will be billed for the service.
Action Item: John Morgan will send an email to all owners with the inspection dates.
Action Item: Patrick Chelin will post an update on the water and electrical issues and fireplace cleaning dates on the Facebook page.
7. The Town of Dillon denied the request for addition of a sidewalk.

B. *Pending Items*

1. Parking lot striping plan and parking passes - It was agreed to table this project since the striping is not visible during the winter months.
Action Item: John Morgan will order new hang tag parking passes.
Action Item: John Morgan will research planters to delineate the parking spaces.
2. Buildings 1 and 3 boiler repairs - This topic was discussed under completed projects.
3. Building 1 insurance claim repairs - This item is on hold until the boiler work is finished.
4. Buildings 1 – 4 fascia board replacements – Replacing the fascia with Hardiboard might be a cost-effective solution.
5. Buildings 1 – 4 entryways and carpet replacement – John Morgan will obtain carpet samples. Patrick Chelin said the entryway wood is dark and the fixtures are old. The top rails could be recoated with a lighter color, the stair edges painted a lighter color and additional lighting could be considered. The Board discussed color options for the carpet and agreed carpet tiles would be preferable so they can be replaced easily.
6. Buildings 1 – 4 entry doors tune up – The hinges will be tightened to allow the doors to close properly. Some doors may need additional work to fit within the frames. There are several types of locks on the doors and it is not known who has copies of the keys for the brass locks. John Morgan plans to do an inventory of the locks in the spring. He suggested replacing any of the brass key locks on the front doors with punch code locks to improve security.
7. Buildings 1 – 4 handrails tightened – All the handrails are loose and will be fitted with larger lag bolts. Some of the posts are rusting at the base and will

need to be replaced at some point. When this occurs, John Morgan recommended adding handrails to the walkways. Most of the concrete steps in front of the buildings have cracks. He suggested consideration of replacing the concrete with Trex material.

8. Buildings 1 – 4-bathroom renovations – The Board discussed updating at least one of the bathrooms.

C. *Discussion Items*

1. Buildings 1 – 4 laundry facilities – John Morgan obtained a quote from CSC Service Works. The contract includes two Speed Queen washers and two dryers per building with a seven-year term and a revenue sharing agreement. They will charge \$35/machine/month with 90% of the remaining revenue to be paid to the Association. The machines will accept credit cards. They will maintain all the equipment. The cost is \$1.75/load. There were concerns that there might not be enough use to cover the monthly cost.
Action Item: John Morgan will ask CSC if they can provide one set of machines per building.
2. Buildings 1, 3 and 4 saunas – The only operational sauna is in Building 2. John Morgan reviewed some of the potential safety concerns with the existing saunas. The options would be to repair some or all of the saunas or to tear them out and repurpose the space for exercise equipment, a yoga room or some other function. The Facebook group can be used to solicit owner suggestions.
3. Buildings 1 – 4 recreation facilities – The Board discussed refurbishing or replacing pool table and then to remove one bathroom and the sauna to make a room for the exercise equipment. For Building 1, Patrick Chelin proposed getting the drywall back up, painting and installing luxury vinyl tile everywhere and reinstalling the doors to create usable space. The owners should be given options and asked for feedback for use of the space at the December meeting.
4. Buildings 1 – 4 irrigation – There are irrigation heads close to all the building foundations. There are concerns about the potential for flooding at all buildings. Switching to drip irrigation could alleviate this issue and conserve water. A landscape architect should be hired to provide suggestions for xeriscaping around Building 1. Two owners, Lenore Knox and Misha Nostoy, have expressed interest in serving on a committee. Patrick Chelin has a landscape architect he works with who can provide support.
5. Building Signage – Patrick Chelin suggested improved wayfinding signage on the buildings.
6. Windows – Patrick Chelin said there is peeling paint on many of the doors and windows that needs to be scraped and painted. John Morgan suggested prioritizing the areas in the worst condition and addressing them first.
Action Item: John Morgan will request a bid for painting all the windows and doors.
7. Sealcoating – Linda Stevens commented that the space underneath where the project trailer was parked last year was supposed to be sealcoated this year. She believes the contractor was already paid for this work.
Action Item: John Morgan will follow up with the contractor.

8. Insurance – Linda Stevens spoke with the insurance agent, and they have no improvements listed for the past five years, so the Association has not received any discounts. A copy of invoices for the completed work will need to be provided.

Action Item: The Board will provide a list of the improvements to John Morgan.

9. Exterior Lighting – Patrick Chelin mentioned that there could be some grants available from Xcel to assist with modernizing the exterior lighting with more energy efficient fixtures.

Action Item: John Morgan will speak to the electrician about facilitating this process.

VI. RATIFY ACTIONS TAKEN VIA EMAIL

Motion: Patrick Chelin moved to ratify the appointment of Officers as follows: Patrick Chelin – President, Emily Francia – Vice President and Linda Stevens – Secretary/Treasurer. Emily Francia seconded, and the motion carried.

VII. OLD BUSINESS

There was no Old Business.

VIII. NEW BUSINESS

A. Roles and Responsibilities of the Board

Patrick Chelin stated that the Board should be in a decision-making role, with SRG executing their decisions.

IX. NEXT MEETING DATE

The next Board Meeting will be held on Thursday, November 11, 2021, at 5:00 p.m.

X. ADJOURNMENT

The meeting was adjourned at 7:25 p.m.

Approved By: _____

Board Member Signature

Date: _____