

**CHATEAU CLAIRE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 11, 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

Motion: Patrick Chelin moved to approve the October 7, 2021 Board Meeting minutes as presented. Linda Stevens seconded and the motion carried.

IV. FINANCIAL UPDATE

A. Year-to-Date Review

John Morgan reported that as of September 30, 2021 the Association had \$158,751 in Operating Cash and \$212,625 in Reserve Cash, excluding the \$100,000 line of credit. The Association was operating \$27,959 unfavorable to budget due to overages in Repairs & Maintenance (\$5,354), Legal Expense (\$7,583) and Utilities Expense (\$13,201). John anticipates that there will be negative variances in these accounts at year-end.

Action Item: John Morgan will check on the status of the past due owner.

B. 2022 Budget

The budget as drafted included no increase to dues. The following line items were discussed:

1. Cable - Emily Francia suggested polling the owners to determine how many use the cable service. Eliminating the cable and providing a Roku-type device would provide considerable savings. Kevin Lovett confirmed that the Comcast contract runs through January 2023 and requires six month's notice of termination.
2. Insurance – The premium increased due to past claims.

3. Trash – The number of pick-ups was doubled by the previous management company. The recycling is a significant expense but the Board agreed it should be continued.
4. Reserves – The budget is \$50,588. Patrick Chelin suggested reducing the contribution by about \$10,000 so the Utilities line item can be increased.
Action Item: The Board will review the budget and provide feedback to SRG next week.

The line of credit with Alpine Bank needs to be converted by January 22, 2022.

Action Item: SRG will follow up with Alpine Bank.

A budget ratification meeting will be scheduled the second week of December.

V. MANAGING AGENTS REPORT

A. Completed Items

1. The Building 1 boiler is functioning properly. Tolin is still working on the Building 3 boiler, which shuts down randomly at various times. A new control board was installed but the problem was not resolved. There appears to be an issue with the gas pressure. John Morgan has reported the problem to Xcel four times. The regulator was rebuilt to allow for a higher flow of gas to the building but this did not resolve the problem. Tolin Mechanical believes that the gas line coming in to the building is too small and needs to be replaced with a larger line. Tolin suggested running a line above ground along the building exterior and through the foundation or existing opening into the boiler room. Patrick Chelin felt Tolin should have taken the gas delivery system into consideration and may have provided the wrong type of boiler. John said Tolin is installing a monitoring device this afternoon to measure the volume of gas coming in to the boiler over a 24-hour period. Given that some of the heating zones within units are working and others are not, the issue may be related to balancing the system.
Action Item: Tonya Lindsey will check the boiler first thing in the morning.
2. The financial and bookkeeping transition has been completed.
3. The fireplace inspections were done on Tuesday and Wednesday by Chim Chimney. John Morgan has not received the reports.
4. The homeowner surveys have been completed. Most owners were not in favor of the saunas. There was a lot of feedback about updating the entryways, suggesting this should be a higher priority than the recreation areas. Possible projects include re-carpeting, re-painting, powder coating the railings, new top railing caps, stripping the dark wood and re-staining with a lighter color, new LED lighting, replacing the flooring, replacing the trim around the doors and replacing the doors (at a later date). The Board discussed removing the saunas from all buildings except Building 2. The Board reviewed the carpet samples and selected the “Suede” option. There is a tiled product that is similar to the carpet that can be put down by the front doors that can be replaced easily.

B. Pending Items

1. Parking Passes – John Morgan sent a sample pass to all Board members. It was agreed that owners should be responsible for providing the passes to their rental guests. There should be a \$50 fee for replacement. It was agreed not to include Summit Resort Group or dates on the passes.
Action Item: SRG will print and distribute passes as soon as possible.
2. Fence for Firewood Storage – There have been incidents in the past of firewood theft. John Morgan has asked Strategic Fence for a bid to add a fence with a gate behind the dumpster enclosure. The gate would be secured with a combination lock. Strategic Fence cannot complete the installation until January. Kevin Lovett noted that it is impossible to buy bulk firewood in the County at the moment.
Action Item: Patrick Chelan will send notification about the firewood shortage to the owners.
3. Dumpster Security – The Board requested installation of a camera and signage to deter poaching.
4. Smoking Issues – The Board agreed Tonya Lindsey should not be expected to enforce the smoking rules. Enforcement will entail sending a letter to the unit owner.
Action Item: John Morgan will send a warning to the owner of #18 about smoking in his unit.
5. Billing Issues from BMM – Buffalo Mountain Managers are aware of the problem regarding notices being sent to owners. John Morgan has asked them not to send any further communications to owners.
Action Item: SRG will send Jesus another request for the electrical contract.
6. Meeting with Empire Construction – John Morgan met with the representative last week and looked at the entryways and recreation areas. Looked at replacing the exterior entry doors. Once there is a scope of work, they would like to meet with the Board to prioritize the projects. They would sub out the flooring.
7. Generator – The generator was stored at the site for some time when it was not in use and the contractor has added the expense to the invoice.
Action Item: John Morgan will try to negotiate a reasonable cost sharing for the generator charge.
8. Washer/Dryers – CSC will maintain the equipment until the new equipment comes in. Their commission will increase by 5% if the number of machines is changed to one set per building instead of two. Patrick Chelan suggested one set for Buildings 1, 2 and 3 and two sets for Building 4.
9. Xcel Lighting Replacement – John Morgan has the contact information for an Xcel representative who can provide recommendations for new LED lighting. The rebate from Xcel will cover the cost of the fixtures and part of the installation.
Action Item: SRG will follow up with Xcel.
10. Bathrooms – A contractor is working on the bathrooms in Building 1. He has identified some mold and sheetrock issues behind the wallpaper in the other buildings that will need to be addressed.

VI. RATIFY ACTIONS TAKEN VIA EMAIL

There were no actions between meetings.

VII. OLD BUSINESS

There was no Old Business.

VIII. NEW BUSINESS

There was no New Business.

IX. NEXT MEETING DATE

The next Homeowner Meeting was scheduled for Thursday, December 16, 2021 at 5:30 p.m.

X. ADJOURNMENT

Motion: Patrick Chelin moved to adjourn at 7:06 p.m. Emily Francia seconded and the motion carried.

Approved By: _____

Board Member Signature

Date: _____