

**CHATEAU CLAIRE CONDOMINIUM ASSOCIATION**  
**ANNUAL MEETING**  
**August 12, 2023**

**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  
Dan Windschitl, #55

Linda Stevens, Vice President, #34  
Emily Francia, #28

Homeowners Present Were:

Tom O’Keefe, #3  
Susan Emerson, #12  
Linda Cartlidge, #16  
Ted Piper, #18  
Emily Holloway, #24  
Steven Russo, #29  
Jeff Rucks, #35  
Jay & Renee Gielt, #41  
Lisa Lee, #46  
Susan Hayes, #50

Rory & Keith Thompson, #5  
Katherine Kaley, #14  
Tom & Nicky Nguyen, #17  
John & Nichel Mulstay, #21  
Kristina & Ron Corliss, #27  
Bob Stevens, #34  
Nancy Holloway, #38  
Roberto Diaz, #45  
Mimi Motahari, #49  
Ellen Sarcone, #51

Representing Summit Resort Group (SRG) were Kevin Lovett and Noah Orth. Julia Green of Summit Management Resource transcribed the minutes from recording.

With 26 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 20, 2022 Homeowner Meeting as presented. Linda Stevens seconded and the motion carried.

**III. PRESIDENT’S REPORT**

Patrick Chelin said the Board has had to make tough decisions due to how expensive things such as maintenance have recently become.

**IV. TREASURER’S/FINANCIAL REPORT**

A. *June 2023 Balance Sheet*

The Balance Sheet reflected balances of \$95,347 in Operating, \$53,533 in Reserves and Total Checkings and Savings of \$148,880.

*B. June 2023 Profit and Loss Statement*

The Chateau Claire Profit and Loss statement reflected a total of \$167,610 of actual expenditures versus \$138,877 of budgeted expenditures resulting in a budget deficit of \$28,733. Major unfavorable variances (over \$500) included:

1. Insurance - \$5,440. A premium increase occurred April 1, 2023.
2. Repairs & Maintenance - \$10,850. There were several unplanned building repairs completed in 2023 due to leaks.
3. Firewood - \$725. An extra cord of wood was purchased for the season. The total annual budget was \$1,000 and the Association will be over by \$225 at the end of the December fiscal year.
4. Supplies - \$969. This was a new account added in 2023 to be able to keep up with common area supplies needed such as cleaning materials, which were not budgeted. In previous years these items were charged to Repairs and Maintenance.
5. Grounds and Parking Maintenance - \$6,072. The Association received a late invoice from Greenscapes for \$4,662 from 2022, which was paid from the 2023 Budget.
6. Natural Gas - \$8,627. The overages were due to higher costs and usage increases.
7. Electric - \$2,034. The overages were due to higher costs and usage.

Major favorable variances (\$500) included:

1. Property Tax - \$1,700.
2. Water - \$2,625. This was due to quarterly invoicing
3. Sewer - \$974. This was due to quarterly invoicing
4. TV/Internet - \$1,566.

*C. 2023 Approved Budget*

The year-to-date budget reflects total expenses of \$167,610 compared to a total budget of \$311,488. The Association is currently operating \$28,733 over budget.

*D. 2023 Monthly Expenses Worksheet*

The year-to-date monthly expense worksheet indicates that the Association has been over budget five of the six past months, which in many cases was due to billing cycles.

*E. Motion to Approve*

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

**V. MANAGING AGENTS REPORT**

Summit Resort Group lost Tonya on staff. SRG is in the process of filling this position. In the meantime, there are staff covering the inspection duties on property daily. If there is anything that needs to be addressed, owners should reach out to Noah Orth.

*A. Completed Projects*

1. The circulation pump replacement was completed.
2. The roof leak repairs were completed.
3. The domestic waterline leak repairs were completed.
4. The Building 4 common heating zone valve replacements were completed.

5. The Building 2 boiler and hot water storage tank leak repairs were completed.
6. The Building 1 lighting timer was replaced.
7. The Building 4 common hallway leak repairs were completed.
8. The Building 3 common zone valve replacements were completed.

*B. Ongoing Projects*

1. The fireplace inspection and cleaning will be happening soon.
2. The remodeling project to update all building common hallways is ongoing.
3. Replacing the Building 4 front and back deck railings is ongoing.
4. The installation of a sump pump in Building 1 is ongoing. There was a leak caused by rain water. Ground Works Company from Denver performed an inspection of the crawl spaces and foundations and found that Building 1 would benefit from the installation of a sump pump system.

*C. Items to Report*

1. There was a roof leak that occurred due to a crack in the wood sheathing. This leak is not under the roof warranty because the cause of the cracking is unknown.
2. There was a domestic water line leak.
3. There was a leak in the hallway of Building 4.
4. There was a leak in the Building 1 basement caused by rain water.

**VI. OLD BUSINESS**

There was no old business.

**VII. NEW BUSINESS**

*A. Capital Improvements*

1. The common hallways in Buildings 1 - 4 will be remodeled. The flooring will be replaced, the trim will be removed and replaced with more modern trim and more lighting will be added. The walls will also be painted. In the basements, the lighting will be updated and in the future, the front doors will be replaced. Most likely, LVT (luxury vinyl tile) will be used in the entryways and carpet will be used everywhere else. LVT may be used in the basements as well.
2. The metal hand railings in Building 4 will be replaced and brought up to code.
3. Building 1 will have a sump pump installed in the crawl space.

*B. Updated Forms to be Posted to the Website.*

The 2023 Updated Rules and Regulations, 2023 Owners Questionnaire and Unit Inspection Authorization Form will be posted on the website.

*C. Fireplace Inspections*

Unit fireplace inspections and cleanings will take place on September 13, 2023. This inspection is mandatory for all units with wood burning fireplaces.

*D. Assessment/Financial Future*

Patrick Chelin reported that there is currently approximately \$54,000 in Reserves. Based on the bids that have been received, the estimated costs are \$175,000 for the basements and entryways updates, \$68,000 for the sump pump fix and \$80,000 for the railings. There was also an insurance premium increase of \$25,000. All of these projects and insurance premium increases add up to approximately \$293,000. The Board is currently deciding what the Reserve minimum balance should be; it will most likely be \$100,000 - \$150,000. This would make the assessment around \$400,000 - \$450,000, equating to \$8,000 - \$8,500 per owner. Keith Thompson asked why a large lump sum is being collected instead of smaller payments over several years. Patrick Chelin explained that spreading the payments would cause difficulty when deciding which buildings will be updated and which large projects will be finished. The rate of inflation and insurance claims also caused a drain on the Reserves. The intent is to collect the Special Assessment in September and to start the projects during the coming winter and spring. There was lengthy discussion about funding, prioritizing projects and possibly phasing the projects. Emily Holloway asked if a poll can be conducted to determine if homeowners prefer one large payment or several small payments. Patrick Chelin explained that this decision is a Board level decision and will not be put to an owner vote, but the Board will take all of the comments into consideration.

## **VIII. OWNERS FORUM/EDUCATION**

*A. Insurance*

All owners are required to have a homeowners insurance policy. It is very important for all owners to contact Summit Resort Group with any issues that may need inspection as well as to report any insurance claims that have been opened. Noah Orth provided an insurance claim flowchart regarding leaks. All issues should be reported to Summit Resort Group for inspection and records. Information is available here: [HOA vs HO6 Insurance Claim FlowChart](#)

*B. Garbage Disposal Backups*

Summit Resort Group is finding on a regular basis that garbage disposal misuse is the cause of many unit water backups. The attached diagram explains proper garbage disposal use. Information is available here: [Garbage Disposal Backups](#)

*C. Water Pipes & Leaks*

The aging of the buildings is causing more pinhole leaks due to calcium and sediment build up. The Board has approved preventative maintenance such as flushing the building mechanical systems to remove any debris circulating in the lines, which will help decrease pinhole leaks and water hammering.

*D. Recycling Discussion*

Noah Orth explained that it was decided in the past to cancel the recycling service because of frequent contamination with trash. John Mulstay proposed that the recycling services be renewed. Several owners spoke in favor of having recycling and suggested instructional signage in the units and additional owner education. Kristina Corliss noted that Waste Management has limited what is accepted and it is not worth the cost of the service. Patrick Chelin reported that it costs approximately \$1,000 for recycling services and unless

someone volunteers to check the recycling before it is picked up, Waste Management will dispose of contaminated recycling with the regular trash. Noah Orth added that every time improper items are found in the recycling bins, the Association is fined \$75.

*E. Window Washing*

Kathy Kaley asked if the windows will be washed. The Board will discuss this and get back to the homeowners.

*F. Door Codes & Keys and Building 1 Basement Lights*

Tom O’Keefe stated that short term renters often do not know the door code or where to find the keys. Noah Orth advised owners who rent to remind their property managers that the door codes and location of keys need to be explained to renters. Nancy Holloway stated that there are two sets of codes that work on Building 4. Noah Orth will fix this and the newest code will be the only one still operational. Tom O’Keefe asked about the lights in the Building 1 basement. Noah Orth reported that the lights will be installed soon.

*G. Siding & Parking Lot*

Mimi Motahari stated that there are pieces of siding hanging off near Unit 37. She asked if a “No Parking” can be painted on the parking area in front of the doors because renters have been parking there.

*H. Investment of Funds*

Keith Thompson asked if the Association funds in the bank would be invested. Patrick Chelin stated this is being explored by Emily Francia.

*I. Electric Car Charger*

Tom O’Keefe asked if an electric car charger could be installed on property. Patrick Chelin stated the Board will add this topic to the Board’s agenda for discussion.

**IX. ELECTION OF DIRECTORS**

The term of Emily Fracia expired and her seat was up for election. Ellen Sarcone self-nominated. There were no other nominations from the floor and Ellen Sarcone was elected to the Board by acclamation.

**X. NEXT ANNUAL MEETING DATE**

The next Annual Meeting date will be set by the new Board. The meeting will be held via Zoom and will be followed by a social gathering.

**XI. ADJOURNMENT**

**Motion:** Patrick Chelin moved to adjourn at 10:38 a.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature