



**BUFFALO MTN MANAGERS**  
PROPERTY MANAGEMENT

**Chateau Claire, Inc.**

**Annual Homeowners Association Meeting**

**Held on Saturday, August 22<sup>nd</sup>, 2020 at 12:30PM MDT via Zoom**

**Board Members Present:**

John Tierney  
Gregory Mueller  
Elizabeth McGibbon  
Katherine Kaley  
Keith Thompson

**Buffalo Mountain Managers Present:**

Anthony Sandoval, CAM

**Owners Present (via zoom):**

<b>2</b>	John Tierney	<b>29</b>	John Costello
<b>3</b>	Susan Okeefe	<b>30</b>	Allen Spanier
<b>4</b>	Brian and Lenore Knox	<b>34</b>	Linda Stevens
<b>5</b>	Keith Thompson	<b>36</b>	Patrick and Julie Chelin
<b>6</b>	Mountain Getaway	<b>37</b>	Christian Moulton
<b>7</b>	Gregory Mueller	<b>38</b>	Nancy Holloway
<b>12</b>	Susan Emerson	<b>41</b>	Gerard Gietl Jr.
<b>14</b>	Katherine Kaley	<b>42</b>	Don Miller
<b>15</b>	Patrick and Julie Chelin	<b>44</b>	Glenn Iverson
<b>16</b>	Linda Cartlidge	<b>46</b>	David and Kimberly Andersen
<b>17</b>	Thang and Nikki Nguyen	<b>51</b>	Ellen Sarcone
<b>21</b>	John Mulstay	<b>23</b>	Carol Schreuder and Abe Minzer
<b>24</b>	Emily A. Holloway	<b>9</b>	Gail Smith-Hartner
<b>25</b>	Eva Gottschall	<b>26</b>	Don Hobrock
<b>28</b>	Elizabeth Knapp		



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### **Call to Order**

The meeting was called to order on Saturday, August 22<sup>nd</sup>, 2020 at 12:32PM MDT by Anthony Sandoval

### **Approval of Minutes**

Motion to approve 2019 Chateau Claire Annual Meeting minutes, seconded

### **Update on Mansard Project**

- The company that got hired to do the roofing and electrical project is R3NG out of Denver, CO.
- So far, they have been a pleasure to work with and have addressed any issues that come up
- The shingle installation is complete, they were on site last week finishing the installation of the cap metals and downspouts
- The exposed wood at the bottom of the roofs was not a part of the mansard project and that is something that will be addressed during the spring.
- We are still waiting for the loan to be finalized which will help fund this project. Total loan amount will be \$108,000

### **Association Business**

- The mansard project will be completed soon, electrical project will continue in the spring.
- Electrical project is still underway and will not be completed until the spring, but this includes new heat tape, electrical breaker boxes in each building, and new metering equipment on the exterior of each building
- Please note that the county will not allow the metering equipment on the exterior of the buildings to have an enclosure so the current wooden enclosures will be taken down.

- Building doors have been painted a new blue color to go with the new shingle color, this was voted on by the board.
- We will be looking at possibly replacing some of the railings around the property during the spring.
- With the current budget the association is looking to start doing boiler replacements, starting with building 3. Building 2 was completed in 2017 by Breck Mechanical. Anthony will provide the association with some bids.
- Building 3 irrigation line was repaired before the winter but Building 1 was not completed yet. Will need to wait until springtime to get repaired.

### **Financials**

- The board is working on finalizing the Budget for 2021, there will be preliminary one posted on the association site
- The association right now is in a good position financially
- The association has a good reserve amount and plans to use it wisely going into next year
- The board did a great job of putting us in a great financial position, we plan on continuing the boiler replacements and working on the railings around the property
- Building 2 boiler was already done in 2017, so buildings 1, 3, and 4 are left to do
- Monthly financials are posted on the association site every 20<sup>th</sup> of the month. Please reach out to Anthony if you need the login information to gain access.

### **Management Report**

Buffalo Mountain Managers continues to manage Chateau Claire with great pride and passion. Like with any relationship there will be some ups and downs but overall BMM is very pleased and honored to be managing Chateau Claire. We hope to continue a great partnership going forward. If you need any assistance or have any questions, please do not hesitate to contact us. Your new community association manager going forward will be Anthony Sandoval. Anthony has been with BMM for a year and a half now, starting at the front desk and continued his education to become a CAM, once he received his license, we elevated him to a manager role. Anthony is very excited to be working with this association, please feel free to reach out to him with any issues or questions. Here are some maintenance items getting taken care of regularly at the property:

- Common area cleaning (vacuum, moping, polishing wood)
- Cleaning of the bathrooms and rec areas
- Cutting the grass
- Keeping the dumpster enclosure clean
- Doing trash walks of the property
- Doing boiler checks every morning
- Checking all lights and making sure they are working properly. Switch out burnt bulbs if needed
- Doing a property walk and making sure everything looks neat and tidy
- Responding to any emergency calls immediately and helping owners to resolve issues

- Finishing all work orders that get submitted
- Staying in constant communication with all owners regarding and major projects or maintenance work getting done around the property
- We are doing walks of the parking lots as well, to make sure all owners and guests are displaying their parking passes
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### **Election of Board Members**

- a) Current board Members: John Tierney, Keith Thompson, Gregory Mueller, Elizabeth McGibbon, and Katherine Kaley
- b) Gregory Mueller has sold his unit and will be moving out. John Tierney and Katherine Kaley terms are up. There will be three (3) vacancies to fill on the board.
- c) We have received two applications: Patrick Chelin & Linda Stevens

Motion to elect Patrick & Linda to the board, seconded by Keith & Ryan, motion approved.  
Welcome to the board Patrick & Linda!

### **Owner Forum**

- The railings by building 4 are looking old and nearing the end of their life, will this be addressed? The board is looking into updating some of the railings during the spring
- There is an ugly dirt patch behind building 2, repairs were made, and it looks better, but I would like to plant some wildflowers if possible? Everyone was in agreement and owner of unit 16 will be allowed to plant some wildflowers.
- Is it possible to create a dirt path down to the ski bench that a lot of owners and guests like to use? We will talk to the town and make sure that is allowed. If yes, then we will create a nice path down to the ski bench.
- Snow shoveling, can we please make sure the stairs are getting hit this winter, it was something that was not kept up with last year. A lot of owners like to use the stairs that lead up to their patio as their main entrance. Yes, the management company will be sure to get all stairs and decks shoveled this winter.
- What's going on with all the bikes on the bike rack, have they been claimed, or will we be donating them? Most of the bikes have been claimed, we are giving owners another week to claim the bikes if not we will donate them to FIRC.
- Is there a possibility of going with a lighter color on the doors? The board discussed that and the reason we did not go with a lighter color is because it will be easier to get them dirty or people scraping them with their ski boots. It would need to get touched up on a regular basis, majority of the board decided to go with a darker blue.
- What are we going to do with the 5-inch trim under the shingles? Now that we got the new shingles, that looks really bad. It will be addressed during the Spring; the board will decide on whether we want to just sand and stain or if we will paint it. The owners will be notified on when the project is set to begin.

- Can the association look into the possibility of getting a kayak rack? Yes, we can certainly look at that in the future. If we feel that it will be used by a few owners and guests, then we don't see why that can't be a possibility

**Adjournment**

The meeting was adjourned on Saturday, August 22<sup>nd</sup>, 2020 at 1:48PM MDT by Anthony Sandoval