

**Chateau Claire
Board of Directors Meeting
Minutes**

10/30/2023 5:30PM

**Zoom Line: [Chateau Claire Board of Directors Meeting](#)
(Click to Join Meeting)**

- I. **Call to Order:** The Chateau Claire 10/30/2023 Board of Directors Meeting was called to order at 5:40PM

- II. **Introduction of Those Present and Determination of Quorum**
 - A. **Chateau Claire Board of Directors Present:** Patrick Chelin, Lenore Knox, Ellen Sarcone, Linda Stevens
 - B. **Chateau Claire Home Owners Present:**
 - C. **Summit Resort Group Present:** Noah Orth

- III. **[Chateau Claire 9/19/2023 Meeting Minutes](#)**
 - A. **The Board of Directors 9/19/2023 Meeting Minutes were approved via action by email**

- IV. **Regular Business**
 - A. **[Financials September 2023 Full Set](#)**
 1. **[September 2023 Balance Statement](#)**
 - a) The Chateau Claire September 2023 balance statement reports
 - (1) Operating \$106,125.62
 - (2) Reserves \$48,655.02
 - (3) Total Checking and Savings \$154,780.64

 2. **[September 2023 Profit & Loss Statement](#)**
 - a) **The Chateau Claire Profit and Loss statement reports:** A total of \$231,562.59 of actual expenditures vs \$205,131.59 of budgeted expenditures resulting in a budget deficit of \$26,431.00
 - (1) **Major areas of significant over expense (\$500) variance include:**
 - (a) Federal Income Taxes \$748.00
 - (b) Insurance \$10,559.25
 - (i) Premium Increase that occurred April 1st
 - (c) Repairs & Maintenance \$10,709.81
 - (i) Noah noted unknow repairs that had occurred
 - (d) Firewood \$725
 - (e) Supplies \$1,146.38
 - (f) Grounds and Parking \$6,030.35

(i) Greenscapes previous bill from 2022 affected the 2023 budget

(g) Trash Removal \$529.42

(h) Natural Gas \$3,463.00

(i) Electric \$1,648.27

(2) Major areas of significant budget surplus (\$500) variance include:

(a) Property Taxes \$943.00

(b) Water \$3,727.25

(c) Sewer \$1,460.52

(d) Tv & Internet \$3,276.04

b) September 2023 Accounts Receivable

(1) Unit 7 is delinquent \$50.00 31-60 days (Replacement Parking Pass). Owner was make aware and would be paid for

c) Chateau Claire General Ledger YTD

(1) Noah has requested that the Board of Directors reviews the association General Ledger in that any reclassifications needed be submitting to accounting prior to 12/15/2023

d) Board Comments

(1) Ellen commented that she felt that the internet costs seemed very high for just the internet.

(a) Patrick stated that \$45.00 per unit was pretty darn good compared to an individual account.

(i) Ellen agreed as she was not thinking about the total number of units by the monthly bill.

3. Patrick Chelin made a motion to approve the September 2023 Financials as presented, Linda Steves seconded the motion, motion passed with no dissent.

V. Old Business

A. Assessment Notice Discussion

1. Noah presented to the board that there were 3 total owners that had reached out to him that were more upset about the timing of the large assessment being around a major holiday, or better payment options but understood the need for the assessment.
2. Noah indicated that he also had one owner that reached out to him who was thankful for the assessment and the need for upgrades to the community.

- a) Ellen stated that the board could have imposed the assessment at any time and no matter what owners would have complained either way.

B. Rules and Regulations Update

- 1. Design and Review Application
- 2. In Unit Washing Machines
 - a) Linda commented that there were certain owners that were grandfathered in to having laundry in their units.
 - (1) Patrick stated that in unit 7s case there were two owners ago that had installed laundry, however believes that any owner that has in unit laundry should be paying the \$100 annual fee for water usage. Noah suggested that a notification should go out to the entire association indicating to the ownership that no further unit may be installed in unit laundry; however the units that have been grandfathered into having in unit laundry however will be charged \$100 annually.

C. Building 1 Basement Lights

- 1. Noah indicated the basement fluorescent light fixtures have been installed and at the time of the remodel NewCentury would install updated can lights as the board approved.
 - a) Linda Stevens stated that the lights certainly brighten the room up with the light paint color choices the board made.
 - b) The board discussed the brown baseboard heater whether they should be replaced or painted.
 - (1) Noah talked about a direct to metal paint however several of the baseboard heaters were in poor condition
 - (2) Linda Steven talked about

D. Deck Staining

- 1. The deck staining was completed by ReNew Painting and Staining. Noah indicated that 9 boards were completely replaced
 - a) Linda indicated that the deck staining turned out really nice.

VI. New Business:

A. Electric Charging Station Discussion

- 1. Unit 6 owner was interested in purchasing an electric vehicle and inquired if the board had plans on installing charging stations or the ability to install a personal charging station.
 - a) Noah indicated that any owner would have the right to install an individual charging station; however, all costs and connections would have to be tied into their unit. Noah also clarified that since the association did not have assigned parking spaces that anyone could potentially park in the space that has the charging port.

- b) Noah also commented that Xcel has an EV program in summary is the association would lease to buy charging stations or have an electrician install charging stations at the cost of \$10,000 a charging station which you need a minimum of 3 dual port stations, a new electric service and equipment would be placed on site to support those two stations which is paid out by Xcel's program. Noah indicated that he had another association going through this currently and is backing out due to rapid changes being made in the charging technology.
 - (1) Linda indicated that she spoke with the owner in passes and she stated that it was noticed that next door had charging stations and was inquiring
 - (2) Patrick stated that the association can certainly look into this however currently the association has finances tied up in other capital plans and would not be able to afford this type of project at this time however can certainly look into it.

B. Building 1 Water Damage Concern

- 1. Unit 6 owner brought to attention concern of water damage that was found during a flooring replacement. The board had approved for the crawlspace to be reviewed.
 - a) Noah indicated that during inspection that there was a significant amount of water present as the concrete slab had settled and is not longer draining into the drain.
 - b) Noah indicated that GroundWorks out of Denver had inspected the crawl space as well as Summit Solutions inspect.
 - (1) It was found in Building 1 that old nonfunctioning homemade sump pump systems were in place however were not working in both crawlspaces. Estimated 30 feet of sill plate was rotted through however was not found rotted under unit 6. Mold was found which would need to be remediated due to health and safety concerns. Summit Solutions has submitted a proposal to the board for review which would include mold remediation, sump pump systems, ventilation and vapor barrier.
 - (2) The board inquired that Summit Solutions Inspect all 4 buildings
 - (3) The board spoke about future irrigation in that we should either go xerescaping or move the irrigation system.
 - (a) Noah indicated in speaking with Greenscapes and BobbyCat landscaping they both suggested replacing the irrigation lines from the foundation wall.

C. Summit Solutions report and proposal

1. [Mold, Vents & Insulation](#)
2. [Sump Pump System Proposal](#)

D. [2024 Budget](#)

1. The board went through their 2024 proposed budget and made some account adjustments.
 - a) Patrick indicated to the board that he and Noah had a call to discuss budgeting in that in the past the budget was vague in which Noah had pointed out to create more specific account line items for better tracking expenses. Patrick indicated that he had added common window cleaning, dryer vent cleaning, sanding and staining of decks, staining of vertical items, roof inspection and repair, hallway basement touch ups and boiler preventive maintenance. Patrick stated whether the board had these items completed for that annual year were listed as a line item to be budgeted for for either upcoming year or future.
 - (1) Lenore stated that he liked this idea in being more specific with our budget for owners to review.
 - (2) Linda stated that she did not agree that the HOA should pay for window cleaning
 - (a) Patrick clarified that the HOA paid for common window cleaning and not individual owners' windows.
 - (3) The board discussed insurance premium increases
 - (a) Noah indicated that base rate increase was 10% to 16% and that the Kinser Agency is stating to budget on the high side.
 - (i) Ellen stated she agreed that insurance is only getting more and more costly.
 - (ii) Patrick also agreed that if there was a surplus that it could go to reserves.
 - (4) Linda indicated that she would like to see account repairs and maintenance be split up so that if there is an insurance claim the \$5,000 deductible amount is not going to throw off the account.
 - (a) Noah suggested adding a contingency account to cover the cost of unknown expenses.
 - (i) The board agreed and place a \$10,000 contingency.
 - (5) The board talked about preventative maintenance items such as roof inspections, and boiler inspections.
 - (a) Noah stated that if the board decides to complete quarterly, bi annual or annual PMs completed on major maintenance items the association is prolonging the life of those items.

- (i) Patrick indicated that the association was currently not doing that and being more reactive than proactive.
 - (a) The board agreed that PMs should be completed on the new boilers.
- (6) Snow Removal needed to be increased to \$9,000. Contract is November through April
 - (a) Lenore inquired if there are any contractors who will complete a removal by occurrence
 - (i) Noah indicated that in reaching out the contractors that all contracts are based on a monthly fee. Noah indicated that Hood Landscaping used to charge per occurrence however had decided for the upcoming year they were not doing plowing.
- (7) Natural Gas Increase
 - (a) Board indicated a 5% increase
 - (i) Noah indicated that he had reached out to Tiger Gas and they had indicated not to lock into pricing at the time due to the fluctuating market.
- (8) Contingency \$10,000
- (9) The board discussed decreasing the dues to reserve in order to have a balanced budget.
 - (a) Patrick stated to the board that a dues increase is going to be needed. What does the board feel a good percent would be.
 - (i) The board stated 10% however was discussed with the assessment 10% maybe high. Ellen commented that even at 10% we are budgeting very tightly and as we all know cost seem to be more than what is stated.
 - (a) Lenore agreed with Ellen's comment.
- (10) Patrick made a motion to approve the 2024 budget per Patrick's excel worksheet that the board made adjustments to, Ellen seconded the motion and thanked those board members the time they spent, motion was carried with no dissent.**
 - (a) Patrick is going to send Noah the updated board approved 2024 budget to confirm it with the SRG accounting team to format.

E. Schedule Budget Ratification Meeting

1. The board discussed the scheduling of the Association Budget Ratification Meeting. Noah indicated that a 30 days notice was needed.

- a) The board agreed to hold the budget ratification meeting on December 13th.
- 2. Conference Call / Zoom Ratification Process**
 - a) Noah explained to the board how the budget processes worked in that budget is considered approved unless opposed by 51% of the ownership. The board can hold a conference call for owners to call in and submit a veto vote or the board can hold a zoom meeting for Q&A prior to asking for dissent.

VII. Miscellaneous Discussion:

- A. The board had a discussion on pros and cons regarding carpet vs LVP flooring
 - 1. Carpet Positives
 - a) Less Noise
 - b) Less Slippery
 - 2. Carpet Negatives
 - a) Won't last as long
 - b) Gets dirty quickly
 - c) Hold smells from foot traffic or leaks
 - 3. LVP Pros
 - a) More modern look
 - b) Updated LVP do offer a texture surface
 - c) Easier for cleaning
 - d) Less smells
 - 4. LVP Cons
 - a) Slippery
 - (1) Board discussed runners being put in place for cleaning purposes
 - (a) Noah indicated that there are companies out there that offer runner leasing in which they will come in and swap out dirty runners with new on a weekley / monthly basis.
 - 5. Patrick asks for the members of the board to weigh in on opinions on LVP vs Carpet.
 - a) Lenore was for carpet
 - b) Ellen was for LVP for sanitary reasons
 - c) Linda stated that she like the idea and all the positives around LVP however was concerned about noise
 - d) Patrick favored LVP for the modern look
- B. Onsite Manager
 - 1. Linda indicated that there was a discussion with SRG owner Kevin Lovett in that it was presented that Tonya would like to come back. The board

welcomed Tonya back as she did a really nice job however Patrick believes that it is a SRG employee and that the rehiring should be up to SRG and not the board.

- a) The board was unanimous in agreement that the board would appreciate having Tonya back however it is agreed that SRG would be responsible and comfortable for the rehire.

VIII. Next Meeting Date:

- A. Budget Ratification meeting: December 13th 2023
- B. December 13th 2023 5:30pm Zoom

IX. Adjournment: The Chateau Claire 10/30/2023 Board of Directors Meeting was adjourned at 7:46PM