

**Chateau Claire
Board of Directors Meeting
Agenda**

2/11/2025 6:00PM

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

- I. Call to Order:**
- II. Introduction of those present and determination of quorum**
 - A. Chateau Claire Board of Directors Present:** Ellen Sarcone, Patrick Chelin, Tom O’Keefe, Nick Zomer, Linda Stevens
 - B. Chateau Claire Home Owners Present:** N/A
 - C. Summit Resort Group Present:** Noah Orth received and reviewed meeting minutes presented by the Chateau Claire Board of Directors
- III. Regular Business**
 - A. Chateau Claire Financials December 2024 ([Full Set](#))**
 - 1. [Chateau Claire December 2024 Balance Statement](#)**
 - a)** The Chateau Claire December 2024 balance statement reports the following accounts.
 - (1) Operating \$114,119.16
 - (2) Reserves \$84,381.89
 - (3) Total Checking and Savings \$198,501.05
 - 2. [Chateau Claire December 2024 Profit & Loss Statement](#)**
 - a) The Chateau Claire December 2024 Profit and Loss statement reports:** A total of \$328,688.33 of actual expenditures vs \$354,271.00 of budgeted expenditures resulting in a budget surplus of \$25,582.67
 - (1) Major areas of significant over expense (\$500) variance include:**
 - (a) Legal & Professional \$787.00
 - (b) Federal Income Taxes \$955.53
 - (c) Insurance \$3,712.76
 - (d) Repairs & Maintenance \$17,819.01
 - (e) Snow Removal \$1,399.65
 - (2) Major areas of significant budget surplus (\$500) variance include:**
 - (a) Property Tax \$505.33
 - (b) Firewood \$1,004.00
 - (c) Grounds & Parking Maintenance \$7,663.52
 - (d) Snow Removal Heavy Equipment \$1,000

- (e) Water \$760.82
- (f) Sewer \$2,909.40
- (g) Trash Removal \$1,704.27
- (h) Natural Gas \$15,946.23
- (i) TV & Internet \$840.00
- (j) Electric \$2,077.57
- (k) Miscellaneous \$11,180.00
- (l) Window Cleaning \$2,500
- (m) Dryer Vent Cleaning \$2,000
- (n) Boiler Yearly Maintenance \$2,150

b) Chateau Claire December 2024 Accounts Receivable

- (1) All dues are current
- (2) (-) are prepaid credits

c) Chateau Claire General Ledger YTD

- (1) Board Review

3. Motion to Approve the December 2024 Financials

- a) Patrick Chelin made a motion to approve the December 2024 financials as presented, Tom O'keefe seconded the motion, motion passed with no dissent.**

IV. Old Business

A. Door Code Change

- 1. 1972
- 2. Does the board want annual bi annual or quarterly changes "not to wear out numbers"
 - a) Board unanimously agreed to bi annual changes that can be managed by SRG, attempt to use different number patterns as much as possible

B. Open flame equipment removal

- 1. Completed
 - a) Association policy in place
 - b) Electric grills only

C. Hallway Remodel

- 1. Completed

D. Firewood

- 1. 2 cords delivered

V. New Business

A. Common Hallway Art

- 1. Discussion item follow up
 - a) Linda was going to provide examples
 - (1) Linda did not have time to provide examples yet

- (2) Board discussed that we would put this on the back burner as the hallways are growing on people and it doesn't seem necessary to invest in art

- (a) Unanimously agreed

- (3) If Linda has a chance, she will bring to a future board meeting further ideas in this space

B. Deck electric outlets for electric grills

- 1. Discussion item follow up

- a) Request SRG to provide quote/s on what this would cost to be done per unit, potentially provide an owner program to install outlets at X cost
 - b) If an owner requests an outlet be put in after this program, board will approve, but needs to be done by a licensed electrician and approved via change/construction process

- (1) Board unanimously agreed

C. EV Charging Stations

- 1. Discussion item follow up

- a) Board unanimously agreed to not pursue this due to cost and other factors

D. Building 4 Unit 50 / 51 / Common hallway frozen pipe

- 1. Plumbing investigation for draft / units and common space put back

- a) Still working with the insurance adjuster for unit 50 and common hallway space.
 - b) Unit 51 flooring installed, baseboard / finish work to be completed upon insurance approval

- (1) Board requested an update from SRG, still important to prioritize draft efforts in this unit to understand what it would take for this not to happen again / if there is anything else to remediate

E. CSC Laundry Update

- 1. Last payment received was 5/22/2023 and deposited 6/2/2023

- a) Contract change
 - b) CSC is looking into payments owed

- (1) Board discussed and looking forward to final report out

F. Capital Improvements for FY25

- 1. Board discussed getting quotes to make decisions re: summer projects for the following

- a) Exterior concrete stairs evaluation, particularly building 3 putting in a metal/grate to prevent middle door ice build up
 - b) Asphalt seal cost repairs
 - c) Exterior railing, particularly for entry ways
 - d) Mold abatement to determine work still left and priority for building 2, 3, 4

G. Snow Removal Discussion

1. Board discussed improvements to the snow removal process and requested SRG to look into expectations for midday removal (currently removal occurs between 6-7am which is a time the lot is typically full) with current contractor and ability to use magnets / owner reminders via email during heaving snow days to remove cars prior to snow removal.

VI. Miscellaneous Discussion

- A. Reminder insurance renewal 4/1/2025

VII. Next Meeting Dates:

A. March 13th 2025 5:30PM

1. Board of Directors Meeting

B. June 5th 2025 5:30PM

1. Board of Directors Meeting

C. August 16th 2025 9:00AM

1. Annual Meeting

D. August 16th 2025 11:AM

1. Post Annual Meeting

VIII. Adjournment