

**Chateau Claire
Board of Directors Meeting
Agenda**

3/13/2025 5:30PM

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

- I. Call to Order: The 3/13/2025 Chateau Claire Board of Directors Meeting was called to order at 5:46PM**
- II. Introduction of those present and determination of quorum**
 - A. Chateau Claire Board of Directors Present:** Patrick Chelin, Ellen Sarcone, Linda Stevens, Nick Zomer, Tom O'Keefe
 - B. Chateau Claire Home Owners Present:** Glenn Iverson (44)
 - C. Summit Resort Group Present:** Noah Orth
- III. [Chateau Claire 2/11/2025 Meeting Minutes](#)**
 - A. Patrick Chelin made a motion to approve the 2/11/2025 Meeting minutes as presented, Linda Stevens seconded the motion, motion passed with no dissent.**
- IV. Regular Business**
 - A. Chateau Claire Financials January 2025 ([Full Set](#))**
 - 1. [Chateau Claire January 2025 Balance Statement](#)**
 - a) The Chateau Claire January 2025 balance statement reports the following accounts.**
 - (1) Operating \$105,219.64
 - (2) Reserves \$89,327.29
 - (3) Total Checking and Savings \$194,546.93
 - 2. [Chateau Claire January 2025 Profit & Loss Statement](#)**
 - a) The Chateau Claire January 2025 Profit and Loss statement reports:** A total of \$39,932.14 of actual expenditures vs \$27,940.25 of budgeted expenditures resulting in a budget deficit of \$11,991.89
 - (1) Major areas of significant over expense (\$500) variance include:**
 - (a) Property Tax - \$1,918.24
 - (i) Annual Budget -\$2,000
 - (b) Repairs and Maintenance -\$2,113.38
 - (i) Annual Budget - \$6,000.00
 - (c) Fire Wood - \$1,060.00

(i) Annual Budget -\$1,700.00

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

(a) Snow Removal Heavy Equipment -\$500.00

(3) Board Discussion

(a) Noah indicated that overage being shown is due to cash flow as to how the money was distributed throughout the year.

(4) Patrick indicated that with the unit 50 leak and the \$10,000 deductible we will have some insurance overages.

(a) Noah indicated that the association also budgeted for contingency of unknown costs.

b) Chateau Claire January 2025 Accounts Receivable

(1) All dues are current

(2) (-) are prepaid credits

c) Chateau Claire General Ledger YTD

(1) Board Review

B. Financial Notables

1. Insurance Claim - Building 4 unit 50/51 & Common Hallway
 - a) \$29,474.65 of \$45,976.20 has been paid out from the insurance claim. Association \$10,000 deductible.

C. Board Discussion

1. Nick Zomer brought to attention the general ledger SRG charges time to create parking passes and owners charges for replacement is \$50.00 which does not make sense.
 - a) The board discussed when they created unit parking passes it was presented that they could be made by SRG.
 - (1) Noah indicated that is true however SRG charges for their time to make them by hand
 - (2) The board further discussed increasing the replacement pass fee to \$65.00 as well have Noah look into permanent parking pass replacements instead of hand made passes.
 - (3) **The board was unanimous in the decision of increasing parking pass replacement to \$65.00 per pass.**

D. Approval of January 2025 Financials

1. **Patrick Chelin made a motion to approve the January 2025 financials as presented, Ellen Sarcone seconded the motion, motion passed with no dissent.**

V. Old Business

A. Door Code Changes

1. Board approved biannual code changes
2. What months does the board want the codes to be changed
3. Board Discussion
 - a) The board discussed that January 1st and July 1st code changes to be made

B. Deck Electric Outlets for Electric Grills

1. Further discussion under new business

C. CSC Laundry Update

1. Further discussion under new business

D. Snow Removal Discussion

1. Further discussion under new business

VI. New Business

A. 2025 Insurance Renewal Proposal

1. [Proposal](#)
2. [Deductible Options](#)
3. Board Discussion
 - a) Noah discussed with the board 2024 premium rates along with premium options for 2025. Noah went through deductible options presented by the Mamich Agency.
 - b) Nick commented that he would be in favor of raising the deductible limit as all owners should have an HO6 policy. Nick commented that owners' HO6 policies cover assessments from the association to cover deductible amounts.
 - c) Patrick discussed the current premium amount with the current deductible amount compared to an updated building limit as well as increased deductible which was right around \$15,000.
 - d) Nick made a comment around bare walls coverage as an option.
 - (1) Noah indicated that in speaking with the Mamich Agency the association's governing documents would need to be reviewed and amended legally to have the ability to make that change.
 - (a) Nick commented that it would be nice to know the numbers to be able to make that determination if it was indeed worth it.
 - (i) Noah indicated he would inquire
 - e) Patrick questioned if each owner actually had an HO6 policy
 - f) Ellen commented that if the board was going to change the association insurance coverage plan that it should be discussed with the entire ownership.

- (1) Board was all in agreement
- g) The board was going to review options and put together any questions for Mamich and or options to consider.

B. 2025 dues schedule discussion

1. [Dues history](#)
2. [Assessors Research](#)
3. **Board Discussion**

- a) Glen Iverson was in question as to the 2025 dues schedule that was presented to the ownership as to why units of the same size and set up were paying different amounts.
 - (1) The board indicated a mistake in which the board agreed that an adjustment was needed for those units for the remainder of the 2025 fiscal year and would be corrected going forward
 - (a) Glenn appreciated the follow up

VII. Association Updates

A. Building 4 insurance claim Unit 50 / 51 & common area

1. Mountain Pride Water Restoration \$10,025.51 was paid out for units 50, 51 and common area.
2. Unit 50 - \$19,590.87 - Contractor Scheduling - Flooring was ordered and deposit was paid
3. Unit 51
 - a) Flooring - \$7,422.70 / Complete
 - b) Baseboard - \$2,231.00 - Contractor Scheduling
4. Common Hallway - Flooring & Baseboard \$6,706.12
 - a) Flooring is ordered and deposit was paid

B. Plowing discussion

1. Board Discussion
 - a) The board spoke regarding the current plowing service in that they are out so early doing an initial plow however not coming back to do a follow up.
 - (1) Noah indicated that they he would certainly reach out to see if they could adjust the initial plow time however did not believe the contract had them coming back for follow up cleaning
 - (2) Nick inquired if there was a way to better notify the ownership to have vehicles removed as to known storms are coming in. Nick commented that another owner indicated that there were magnets hung on doors as notice for the ownership.
 - (a) Noah commented that the onsite manger looked for magnets however did not find anything as this was discussed before
 - (3) Noah commented that there are two issues that we are dealing with and that is plowing service time as

well as owners not moving their cars to allow for proper clean up.

(a) Patrick indicated that years ago owners would receive a text message making everyone aware when the contractor would be coming.

(i) Noah indicated SRG does not have the ability.

(ii) Noah indicated that there was no policy making owners move their vehicles when storms come. The association is occupied with renters during the winter months and are not aware of owners receiving notices to remove their vehicle. The other issue is where are owners supposed to move their vehicles and at what time because the plow service could be at any time.

(b) The board commented that for the following winter season maybe revisiting magnet signs to purchase to notify everyone in the building as well discuss with the snow removal contractor regarding service agreement in having an initial clean up with a follow up.

(i) Noah indicated that in most plowing contracts there is a 3 inch snow fall trigger for plowing to occur.

(ii) Noah indicated that this is a great educational discussion for the annual meeting to educate owners to change behaviors.

C. 4 Mile Mechanical Update

1. Boiler preventative maintenance complete in Buildings 1 through 4
2. Boiler noise and or sound update. Original outdated Taco zone valves and wide open gate valve at a 90.

3. [Building 1 main water shut off rebuild proposal \\$740.00](#)

a) Board was unanimous in approving to have replaced

4. Board Discussion

a) Noah commenced that 4 Mile Mechanical was out and inspected the mechanical room boiler as well crawlspaces in building one. It was noted that the boiler motor is running as is and there was no excessive noise coming from the motor however it was indicated that the harmonics of the motor and the flow of the water could be presenting a noise through wall cavities.

b) 4 Mile Mechanical also reported that a gate valve at a 90 degree turn was wide open which was causing the plumbing

to vibrate in which the purpose of the gate valve was to regulate flow not at 100%.

- c) It was also noticed that several of the old Taco Zone valves were hissing which indicated that the plumber was not shutting all the way which could be the cause for units to be overly hot. It was stated that with the hard water in Summit County that the plunger style zone valves were not recommended because over time calcium deposits can build up and prevent the plunger from opening and closing all the way where a Honeywell motor style zone valve was recommended.

- (1) Nick commented that he has noticed the difference since the gate valve has been regulated.

- (2) The board discussed in getting pricing for zone valves to be replaced

5. Building 2 Boiler Outage

- a) 1/30/2025 plumbing systems were called out due to a no heat call out. 1/31/2025 PSI was out to replace a sensor which needed to be ordered. Sensor was replaced however the boiler would not fire. 2:00AM on 2/1 PSI was able to restore operation to the boiler.

- b) Notes:

- (1) Arrived on site to address heating system issues at building two - Discovered that the heat stage one HSI was out of manufactured specifications - Found HSI for Stage two was at 140 ohms, almost 100 ohms higher than recommended - Replaced faulty components and identified low air fault during start up - Confirmed correct pressure for pressure switch, which was reading higher than rated - Determined issues with bad HSI and pressure switch - Unable to make immediate repairs due to missing pressure switch - Heating and hot water for building two still need to be restored as soon as possible

- (a) The board commented that the price for repair was reasonable.

- (i) Noah commented that a discounted rate was given due to it being said it was originally repaired from the first time they were out.

D. Unit 35 ceiling leak

- 1. The owner stated that their tenants made them aware of a leak in the ceiling. SRG inspected and the leak was above the cabinets which were dry. A roofing contractor was brought out to inspect the flat roof section as well as vent in that particular area. Nothing was identified however snow and ice were removed in that area to allow

water to flow to the supper. Noah indicated to the owner if an active leak occurred to reach out as they would have to open up the drywall to see where the leak was coming from. Noah has not since heard back.

E. CSC laundry contract

1. [Updated Contract](#)
2. [CSC Report](#)
3. Board Discussion

a) Patrick indicated that the service contract had changed due to the association not having high usage. The two choices that that board had was for a fixed monthly fee or a variable fee in which the board chose to go with a variable fee based on usage.

(1) The board spoke regarding monthly payments in which Noah indicated that the association was not meeting the monthly percent to receive any income.

(2) The board talked about historically having their own equipment and that it was costing the association more on repairs than it is to currently lease through CSC so they felt it was a win.

F. Water shutoff irrigation line repair 2/19/2025 notification

1. It was noticed in Building 1 mechanical room that a consistent leak was coming from an old gate valve which supports the irrigation system. The building's water was shut off, drained and corrected with a replacement ball valve.

a) Board Discussion

(1) Linda indicated that the building 1 irrigations system shouldn't be on due to floods

(a) Noah corrected Linda, indicating that the irrigation line was not on, however the irrigation ball valve water shut off was leaking within the mechanical room which was the reason for the repair.

VIII. Association Projects & Proposals / 2025 Capital Improvements

A. EmpireWorks updated railing replacement proposal

1. The board wanted to get an updated proposal around railing replacement

B. Summit Remediation Solutions Building 2, 3 crawlspace work

1. Noah indicated that he was awaiting for a report to present to the board for review.

C. Asphalt Crack Seal and Seal Coating Proposals

1. Noah indicated that in 2023 proposals were received from A-Peak as well as Jet Black however would get updated proposals for the board to review.

D. Sauna Repairs Proposals for Buildings 1 and 3

1. The board wanted to understand the cost associated with getting all the sauna back up and running

E. Contractor Proposals for entrance concrete repair / replacement work (Building 3 center metal grate)

1. Noah indicated that he would meeting with EmpireWorks and other general building contractors to get proposals to repair concrete as well as look at options including discussion around a building 3 center metal grate

F. Electrician contractor to provide a proposal for exterior plugins for electric grills

1. The board inquired about the cost around installed exterior plugins for electrical grills.
 - a) Noah indicated that he did speak to an electrician and it was stated that each unit may be different so it would be hard to give an exact estimate. Noah commented that not every owner was going to have an electrical outlet installed so the best way to go about this would be for the owner to submit a unit change request for the board to review as the owner would be responsible for the installation.
 - (1) The board wanted to get a rough idea as to cost
 - (a) Nick stated that his unit could be used as an example
 - (i) Tom indicated that they may want to look at an upper level unit as well
 - (a) Noah indicated that he would have further discussion with an electrician regarding the cost.

G. Onsite mail boxes

1. The board discussed the potential of mailbox clusters and the costs surrounding the installation.

- a) Noah indicated that he was currently going through this process with another association in which the association would first have to get it approved by the Dillon Post Office. Second the association would have to provide a mailbox for each owner of the community and at the time clusters of 16 were about \$2,500 to \$3,000 each. Third, the clusters need to be installed a certain way by a building contractor.
 - (1) Nick indicated that the post office stated that you would now need to rent a PO Box so the investment of association mailboxes makes sense.
 - (a) Patrick indicated he could see how it would make sense for a full time owner however would not make much sense as an investment for those who were second home owners.

- (i) The board was going to look into it further

IX. Action Items

A. Snow plowing discussion

- 1. Noah indicated that he would reach out to the contractor to see if he could complete a second visit after the early morning initial visit for clean up.

B. Snow cornice build up over entrance doors

- 1. Noah commented that he would have his team inspect above the entrance doors for snow cornices and have them removed.

C. Building 4 owners notification of deck snow removal

- 1. Noah indicated that he had reached out to the two owners that were having issues and made them aware of what needed to be completed; however indicated this would be a great educational piece for discussion during the annual meeting.

D. Door Code Changes

- 1. Board approved biannual
- 2. What months does the board want code changes to occur
 - a) January 1st and July 1st with SRG to pick the codes

E. Master Owners Directory

- 1. Noah indicated that when owners purchased their unit there was a questionnaire and one of those questions was for the right to publish their information. SRG can only publish information for those units who have authorization to do so. Noah indicated that he could post on the website the linked owner approved directory.
 - a) Patrick stated that there was a questionnaire form that was created by the board and one of the questions was can we share your information. Patrick asked if we could revisit and send to the ownership for updated information.

F. Toilet & Thermostat Replacement Tracking

- 1. Noah indicated that he has received 3 responses from owners since the owners notification went out regarding Toilet and Thermostat upgrades.
 - a) Noah indicated that several units still have older toilets which were less water efficient as well as older style thermostats however with no policy would an owner have to follow through with updating?
 - (1) The board indicated that the idea around presenting this to the ownership is to increase efficiency and lower utility and water costs.
 - (2) Nick commented that maybe a policy should be in place that all units have to update their unit's toilet as well thermostat by such and such date.
 - (a) The board indicated to continue to reach out to the ownership regarding updating their units

toilets and thermostat and to continue to create a policy as the idea is to be more efficient to save money for the association.

G. Thermostat and Toilet Bulk Pricing

1. Noah indicated in speaking to a plumber there would be a labor cost to install as well the cost of the toilet and each owner may want something different.
 - a) Noah commented that he would follow back up to get some general numbers of installation.
 - b) Noah indicated that currently the board sent out a newsletter however nothing was created as a policy within the association's rules and regulations.
 - c) Noah commented that he would continue to track the information that comes in however would recommend the board putting together a policy.

H. House Rules - Any Changes / Allow rentals storage room access

1. The board discussed and stated the unit owners storage area should only be for owners and not rental use as those areas are meant for owners only.

I. Create Spring / Summer Newsletter

1. Patrick commented that a newsletter be created to go out in July to remind owners of the annual meeting as well we can follow up with communication regarding thermostat and toilet upgrades

X. Miscellaneous Discussion

A. Nick Zomer inquired if the board was in agreement for hanging flower baskets, flowers for planters and the main entrance way were approved.

1. The board was unanimous in agreement for flowers to be purchased.
 - a) Noah indicated that in 2024 flowers were purchased mid to late May in which many of the flowers did not last due to the colder overnight temperatures and recommended purchasing early to mid June.
 - (1) The board was in agreement
2. Nick inquired if the plan for building 1 irrigation was to irrigate with hoses.
 - a) Patrick stated yes as at the time of discussion the board did not want to spend the money to move the irrigation line as well did not want to attempt to run based on the several basement floods that occurred.
 - (1) Nick inquired if that should be placed on a future capital improvement list

(a) Patrick commented that it was put on a future list

(i) Ellen indicated the board also discussed zeroscaping so water was not required. Ellen commented that a tree was just uprooted on the front lawn

(ii) Several members of the board agreed with the idea of zeroscaping as water would then not be needed. The board spoke about placing it on a future improvement list.

B. Insurance Follow Up

1. The board is going to meet in executive session on Friday March 21st at 11:30AM and have all questions prepared to discuss by 3/18/2025 to make a final decision on insurance.

XI. Next Meeting Dates:

A. 3/21/2025 Insurance Session 11:30AM

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

XII. Adjournment: The Chateau Claire 3/13/2025 Board of Directors Meeting was adjourned at 7:47PM