

Chateau Claire
Board of Directors Meeting
Agenda
April 30th 2024 12:00PM
Zoom Line: [Chateau Claire Board of Directors Meeting](#)
(Click to Join Meeting)

1. **Call to Order:** The Chateau Claire 4/30/2024 Board of Directors Meeting was called to order at 12:05PM
2. **Introduction of Those Present and Determination of Quorum**
 - a. **Chateau Claire Board of Directors Present:** Patrick Chelin, Linda Stevens, Lenore Knox, Ellen Sarcone, Dan Windschitl
 - b. **Chateau Claire Home Owners Present:**
 - c. **Summit Resort Group Present:** Noah Orth
3. **Regular Business**
 - a. **Financials [March 2024 Full Set](#)**
 - i. **[March 2024 Balance Statement](#)**
 1. The Chateau Claire March 2024 balance statement reports
 - a. Operating \$99,858.21
 - b. Reserves \$381,108.05
 - c. Total Checking and Savings \$480,966.26
 - ii. **[March 2024 Profit & Loss Statement](#)**
 1. **The Chateau Claire Profit and Loss statement reports:** A total of \$79,048.69 of actual expenditures vs \$90,636.00 of budgeted expenditures resulting in a budget surplus of \$11,587.31
 - a. **Major areas of significant over expense (\$500) variance include:**
 - i. Property Tax \$1,994.67
 - ii. Repairs & Maintenance \$495.18
 - iii. Supplies \$672.71
 - iv. Snow Removal \$1,399.65
 1. In communication with the contractor on a snow moving invoice.
 - b. **Major areas of significant budget surplus (\$500) variance include:**
 - i. Insurance \$6,313.71
 - ii. Snow Removal Heavy Equipment \$1,000
 - iii. Sewer \$728.85
 - iv. Natural Gas \$6,598.83
 - v. Electric \$1,000.57

2. [March 2024 Accounts Receivable](#)

- a. All dues are current

3. [Chateau Claire General Ledger YTD](#)

- a. Board Review

4. [Chateau Claire 2024 Monthly Expense Worksheet](#)

- a. Noah spoke in regard to the monthly expense worksheet which indicates if the association is operating over our under budget for the month. Noah indicated that due to cash flow the association will see some fluctuations. The monthly expense worksheet will be used to determine if accounts will need to be adjusted for the 2025 budget.

5. [Chateau Claire 2024 Operating Budget](#)

6. **Financial Notables:**

- a. The association has been operating under budget in the months of January, February and March.
- b. The loan has been paid off through reserves
- c. Patrick Chelin made a motion to approve the March 2024 financials as presented, Linda Stevens seconded the motion. Motion carried with no dissent.

4. **Old Business**

a. **Replace / Refresh Parking Passes for the ownership**

- i. (Revisit) The board had indicated to update and replace the handmade parking passes with plastic hanging passes. Board wanted to pick a time to place the order and to be able to reissue passes

1. [Parking Pass Example](#)

2. Board Discussion

- a. Noah indicated that currently several replacement parking passes had been issued throughout the winter months and instead of the association having premade passes available SRG was making them by hand.

- i. The board commented that they were happy with the current passes.

- 1. Noah stated that SRG would be charging for passes to be made.

- ii. [Owner Survey Questionnaire](#) (Revisit)

1. Board Discussion

- a. Patrick commented that he does not remember viewing an email that went out.

- i. Noah was going to review his email history however if it was not sent out would put together an electronic form for owners to fill out.
 - 1. The board indicated that an electronic form would be good this way owners would not have to print and send something back.
 - a. Noah to create an electronic form and send it to the ownership for response.
- iii. [Common Hallway Remodel](#)
 - 1. Board Discussion
 - a.
- iv. [Asphalt Crack Seal and Seal Coat Repairs](#)
 - 1. The board discussed the crack seal and seal coating repairs needed and agree to only have crack seal take place in 2024
- v. [Unit Security Inspection Authorization Form](#)
 - 1. Noah stated that he had provided the ownership with an authorization for and received a handful back; however is going to post it to the website for owners to submit if they would like for that service to be provided.
- vi. **Unit 6 concrete patio (Revisit)**
- vii. **Waste Management Contract Termination**
 - 1. Noah indicated that he was working with WM as the termination date was set for May 1st 2024. Per the board's approval Timberline Waste Services would be the new provider.
- viii. **Project Financial Discussion**
 - 1. Patrick commented that there is an estimated \$274,000 of project related items that need to be completed.
 - a. \$16,700 for parking lot repairs
 - b. \$28,000 for Building 3 Drainage
 - c. \$34,000 plus \$5,00 for Railing work
 - d. \$190,400 for building 1-4 remodels
 - e. Unit 6 Patio Estimated \$10,000
 - f. Concrete step issues - Unknown
 - i. Ellen commented that during hers and Lenore's walk of the property looking at railings the concrete did not seem to be a priority let alone we do not have extra money to complete concrete repairs
 - ii. Linda stated that the middle entrance way on building 3 needs to be addressed as water builds in the entryway as the other two entrances have metal grates to allow for water escape as well the concrete steps were really bad.
 - iii. Patrick indicated that the association currently has \$381,000 in reserves. What is the amount that the

board feels comfortable with having in reserve account.

1. The board agreed that between \$80,000 and \$100,000 would be a comfortable amount.
 - a. Patrick indicated that with a higher deductible amount and a pinhole leak that just occurred in unit 55 the association is going to be paying more out of pocket
 - b. Ellen commented on the water remediation proposal for building 3 in that if that was really a need to complete at this time.
 - c. Patrick commented that money was spent to correct the issues in building 1 and 2 that we consider completing building 3 as the project is to protect the structure within the crawl spaces as well as a health and safety issue.
 - d. The board discussed not remodeling the basements to save some dollars.
2. The board discussed further project expenses and items are either going to have to be cut to save to complete one project or another or lower the reserve total from \$100,000 to \$80,000.
 - a. The board agreed on the following 2024 proposal repairs
 - i. **Parking lot repairs** - Crack seal only. In 2025 the board will complete seal coating along with whatever crack sealing repairs will need to be completed.
 - ii. **Building 3 Drainage** - Noah to confirm with contractor if building threes needs to be address or can it be postponed until 2025
 1. **Patrick asked for the boards vote whether to complete the remediation to building 3**
 - a. Patrick - Complete
 - b. Linda - Complete
 - c. Ellen - Wait
 - d. Lenore - Could go either way however would rather rely on the professional telling us what we should have to do.
 - e. Dan - Eitherway to perform the work or defer to next year
 - iii. **Railing work**- EmpireWorks to replace the back of building 4 deck railings. SRG to make repairs to secure building 3 railings

- iv. **Building 1-4 remodels-** All completed in 2024
- v. **Unit 6 Patio-** Estimated at \$10,000 Noah to firm up a number to correct the settling patio
- vi. **Concrete step deterioration -** SRG to assess the concrete steps and get numbers for repair.
 - 1. **The board was unanimously in agreement with the path forward**

5. New Business:

a. Parking Issues

- i. Agustina has tagged several vehicles however when tagging there is no way of knowing who the vehicle belongs to. SRG is tracking license plates for repeat offenders however SRG has no way of knowing who to send the violation to. At this time the association is wasting money on parking violation stickers or would you like SRG to go ahead and tow repeat offenders?
 - 1. Linda Stevens commented that any vehicle in violation should be automatically towed.
 - a. Noah indicated that since the association has parking passes that they could tow, however that would be last resort as SRG always like to notify the vehicle in violation and then if the vehicle is a continuous offender that the board can make the decision to tow.
 - b. Patrick indicated that he would be against towing however if there was a vehicle that was a repeat offender that warnings are presented.
 - c. Noah indicated that repeat vehicles are now coming up on their lists of violations and SRG is just wasting violation tags at this point.
 - i. Patrick inquired if it was an owner or guest
 - 1. Noah stated it was unknown
 - ii. Patrick stated that we had this issue in the past as well.
 - iii. Ellen stated that its quiet season so the associations parking lot has been fairly empty however during the winter months the parking lot is booked
 - iv. Patrick talked about having this as a annual meeting topic as well as a spring news letter notification item.

b. Summit Solutions Buildings Reports

- i. [Buildings 1 & 2 post installation report](#)
- ii. [Building 3 proposal](#) - \$26,000 - \$28,000
 - 1. Noah to confirm with contractor if building 3 needs to be address or can it be postponed until a later date

c. Association 2024 Landscaping / Irrigation Plan

- i. The board discussed landscaping for the 2024 seasons and has decided to not have Greenscapes provide any services besides irrigation blow out.
- ii. The board indicated they would like SRG to turn on building 2,3, and 4 irrigation and set timers. The board requested that the external hoses and sprinklers are set out for building 1 and operated on timers.
- iii. Weed & feed were approved
- iv. Entrance Sign and unit entrance hanging and planter flowers were approved
- v. SRG to inspect where mulch and stone erosion was needed.

d. Building 3 / 4 deck railing repair / replacement Update

- i. [EmpireWorks Signed Contract 2024](#)
 1. Permit process has started, railing design needed to be submitted to the building department for approval

6. Owners Open Forum:

- a. NA

7. Miscellaneous Discussion:

a. 2024 Annual Meeting

- i. Town of Dillon is reserved for August 17th 2024 at 9:00AM
 1. Board indicated a social to follow (what does that entail)
- ii. Patrick inquired if there was a response from the unit owner regarding the police report
 1. Noah indicated that an email was sent and no response was given

8. Next Meeting Date:

- a. Board of Directors Meeting:
- b. Annual Meeting: August 17th 9:00AM Town of Dillon
 - i. Onsite social to follow

9. Adjournment: The Chateau Claire 4/30/2024 Board of Directors Meeting was adjourned at 1:18PM