

Chateau Claire
Board of Directors Meeting
Minutes
April 6th 2022 6:30 PM
Zoom Line: [Chateau Claire Board of Directors Meeting](#)

- I. **Call to Order:** The April 6th 2022 Chateau Claire Board of Directors Meeting was called to order at 6:35PM

- II. **Introduction of Those Present and Determination of Quorum**
 - A. **Chateau Claire Board of Directors Present:** Patrick Chelin, Linda Stevens, Emily Francia, Dan Windschitl
 - B. **Chateau Claire Home Owners Present:**
 - C. **Summit Resort Group Present:** Noah Orth

- III. **Approval of Previous Meeting Minutes**
 - A. **[Chateau Claire Budget Ratification Meeting 12/16/2021](#)**
 1. **Motion was made to approve the Chateau Claire December 16th 2021 Budget Ratification Meeting Minutes as presented, Motion was seconded, passed with no dissent.**

- IV. **Financial Update**
 - A. **[Chateau Claire February 28th 2022 Financials \(full set\)](#)**
 1. **[Balance Statement Feb 28th 2022](#)**
 - a) **Operating:** \$90,476.83
(1) **Cash:** \$35,642.73
(a) **Operating Total:** \$126,119.56
 - b) **Reserves:** \$255,441.73
(1) **Cash:** \$81,265.01
(a) **Reserve Total:** \$291,084.46
 - c) **Total Checking Savings:**
(1) \$462,826.30
 2. **[Profit Loss Budget Performance](#)**
 - a) **February 28th 2022 Profit / Loss statement reports:**
 1. January through February actual expenses totaling \$40,067.08 of budgeted expenditures of \$45,362.80 resulted in a \$5,295.72 budget surplus.
 2. **Major areas of significant expense variance include:**
 - a. **Budget Surplus**
 - i. Legal Fees \$500
 - ii. Repairs and Maintenance \$609.01
 - iii. Grounds and Parking Maintenance \$300.00
 - iv. Snow Heavy Equipment \$500.00
 - v. Water \$1,142.93

b. Over Budget

- i. Snow Removal \$217.13
- ii. Sewer \$202.86
- iii. Trash Removal \$249.74
- iv. TV & Internet \$1,091.60

- 1. There was a question in regards to the overage as to a contracted rate and what was budgeted. Noah is going to do some research and report back to the board.
- 2. Emily spoke in regards to looking into an internet only account and providing owners with ROKU TV which owners would be able to stream with any service that they had memberships to. Emily is going to look into costs and do a cost comparison. Noah is going to provide Emily with the current Comcast contract.
- 3. The board agreed that it might be great cost savings for the association as most stream services today. Once a cost comparison is completed present a survey to the ownership

3. Accounts Receivable

- a) All dues are current

- 4. Linda Stevens made a motion to approve the February 28th 2022 Chateau Claire Financials as presented, the motion was seconded, passed with no dissent**

V. Managers Report:

A. Completed:

- 1. Building 1 basement the walls and ceiling were textured and painted
- 2. Building 1 basement LVP flooring was installed by Ruggs Benedict
- 3. Building 1 basement entrance door was replaced with non locking handle
- 4. CSC has installed all building laundry machines

B. Ongoing:

- 1. Common entrance electronic door handles to be installed
- 2. Building 1 baseboard and trim is being replaced and should be completed the week of 4/4/2022
- 3. Building 1 reinstall bathroom toilet / sink in the finished bathroom
- 4. Building 1 cost proposals to replace T12 fluorescent lighting with modern can lighting
- 5. Storage room electronic door handles to be installed
- 6. Old Laundry equipment

- a) The board discussed donating the equipment as some needed attention. The board agreed to have the equipment removed from the basement by SRG and put them in a parking space in front of building 1 for 1 week total in which at the time of removal a notification would go out on Craigslist and or One Mans Junk Summit County that they would be free. Emily was also going to see if the Restore would take them or if Habitat for Humanity would be interested.
 - (1) Noah to email the ownership when this action will take place to make owners aware of the timeframe that the machines would be onsite in the parking lot.

C. Items to Report:

1. Town of Dillon 2022 Short Term Rental Changes

- a) There was concern discussed about the new Town of Dillon Short Term Rental changes in that the town's guidelines for parking was not plausible for Chateau Claire. The board agreed that they would continue with their current parking policy and structure until the Town of Dillon clarified these new parking parameters.

D. Onsite Managers Attention Items:

1. Spring/Summer Wreaths

- a) Board approved

2. Spring / Summer Lambs Ear

- a) Board approved

3. Summer hanging flower baskets or ground flower baskets for each entry

- a) The board did not have a preference however did like the look of the hanging flowers however understood the task of watering so felt it was best for Tonya to choose what would be best case

4. Replace Dumpster Gate as a single swing door

- a) The board discussed the option of installing a padlock which Noah stated was tried and broken off. The board asked Noah to get some bids on replacement or making the current gates more robust with a heavier duty lock

5. Security camera installation for illegal dumping and enclosure damage

- a) The board's concern was whether we would catch or be able to identify nonowners dumping their trash or causing damage to the enclosure. The topic was tabled until plans and a cost proposal were presented to help protect the condition of the enclosure.

6. CSC laundry machines pricing.

- a) The board discussed laundry priced and agreed that during the past annual meeting with the ownership the price would not change and that each machine should be set at \$1.75

7. Building 3 / 4 parking issues:

- a) The board discussed Chateau Claire's Parking Policy and each owner was provided the appropriate number of parking passes and that parking was a first come first serve basis.

8. Common entry door stops

- a) The board discussed the common door stops as there was concern of doors left open during the summer and winter months. The fear was that during the summer months owners / guests were leaving the door open for ventilation however letting in potential bugs and dust and that during the winter months that a pipe could burst during the winter months. The board discussed that notification to the ownership should go out as the use of door stops was a positive as long as all owners did their part to close common doors when noticed. The request for reinstalling the door stops was approved.

9. Common entrance rugs professionally cleaned or replaced after the winter months

- a) The board discussed the common entrance rugs in that some of them were getting very old and they would like to get costs estimates for replacement as well as cost for cleaning

10. Common outside lighting

- a) It was noticed that all the lower level light bulbs were matching in type and brightness; however some of the upper level decks had different light bulbs. The board agreed to replace all non matching light bulbs to match

VI. New Business:

A. Chateau Claire 2018 Reserve Study

- 1. The board agreed that a professional reserve study should be completed as the current capital reserve plan was created by board members. With the current changes it would be great for a professional company to come in and give updated numbers for a better understanding of where the association is.

- a) The board agreed that they would budget for a professional reserve study in 2023

B. Building 4 Boiler Bids (Building 4 boiler evaluation)

- 1. Tolin Mechanical
- 2. Plumbing Systems Inc.
- 3. Breckenridge Mechanical

- C. After the review of the capital reserve plan the board stated that Chateau Claire had one boiler remaining to replace which was building 4. The association started collecting assessment fees for the mansard roof and boiler costs and the boiler needed to be completed. The board discussed all bid options and agreed based on proposal and past installation experience Breckenridge Mechanical was who to go with for the installation of the building 4 boiler

D. Patrick made a motion to approve the Breckenridge Mechanicals contract for Building 4's boiler, Dan seconded the motion, motion passed with no dissent.

E. Building 1 Common Hallway Bids ([Entryway Bids Worksheet](#))

1. Bids

- a) [Summit Home Repairs](#)
- b) [Amodal Inc](#)
- c) [HT Home Improvements](#)

2. Common Hallway Photos

- a) [Stairwell 1](#)
- b) [Stairwell 2](#)
- c) [Handrailing 1](#)
- d) [Handrailing 2](#)
- e) [Door Trim & Casing](#)
- f) [Window Trim](#)

3. The board discussed all of the building common hallways

4. The board discussed the condition the the common rooms in each of the buildings and there was a pool table, ping pong tables and some miscellaneous items and that if the association was going to update the common areas the condition of the equipment should be addressed. There was also discussion to add exercise equipment in one of the common areas

- a) Emily is going to work on a list of current and possible exercise equipment to occupy the space
- b) Along with the bid proposals Emily brought the board's attention that she had a contractor do some remodeling who did a wonderful job and might be at a cheaper rate.

(1) The board agreed to get another proposal from Emily's contact and discuss

(2) There was discussion if financially the board should do all 4 buildings at the same time or would be better to do them in phases.

(a) Dan and Emily agreed that they did not want to wait 3 to 4 years for updates to occur as it would add value to for the ownership

(b) The board unanimously agreed that building 4 boilers was to be installed in 2022 and, depending on common hallway update proposals, the board would decide on the interior aesthetics of common hallways as a 1 or 2 completion phase.

VII. Miscellaneous Discussion:

A. To Do List

1. Patrick brought to the board's attention two items that need to be revisited as they were lost between the change over of management companies.
 - a) Painting the exterior windows for all common and owner windows
 - b) Fascia board staining or flashing
 - c) The board would like to get a bid for the painting of all common and owner exterior windows
2. It was noticed that there was a lot of dog poop onsite and it did not seem that owners were picking up after their pets during the winter months
 - a) The board approved the purchase of 4 Mutt Mitt Stations for installation to help with the issue and that owners need to be held responsible for their pets
3. The board discussed the inspection of the backside of Building 4 decks as there were owner concerns during the past annual meeting.
 - a) Noah is going to get in touch with a contractor to inspect and to propose repairs

VIII. Next Meeting Date: TBD

- IX. Adjournment:** The April 6th 2022 Chateau Claire Board of Directors Meeting was adjourned at 8:34PM