

**Chateau Claire  
Board of Directors Meeting  
Agenda**

**6/5/2025 5:30PM**

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

- I. **Call to Order:** The Chateau Claire 6/5/2025 Board of Directors meeting was called to order at 5:30PM.
- II. **Introduction of those present and determination of quorum**
  - A. **Chateau Claire Board of Directors Present:** Linda Stevens, Nick Zomer, Tom O'keefe , Ellen Sarcone, Patrick Chelin
  - B. **Chateau Claire Home Owners Present: NA**
  - C. **Summit Resort Group Present:** Noah Orth dictation
- III. **[Chateau Claire 3/13/2025 Meeting Minutes](#)**
  - A. **Motion to Approve:** Patrick Chelin made a motion to approve the 3/13/2025 meeting minutes, Linda Stevens seconded the motion, motion passed with no dissent.
- IV. **Regular Business**
  - A. **Chateau Claire Financials April 2025 [\(Full Set\)](#)**
    1. **[Chateau Claire April 2025 Balance Statement](#)**
      - a) The Chateau Claire April 2025 balance statement reports the following accounts.
        - (1) Operating \$84,502.21
        - (2) Reserves \$103,694.36
        - (3) Total Checking and Savings \$188,196.57
    2. **[Chateau Claire April 2025 Profit & Loss Statement](#)**
      - a) **The Chateau Claire April 2025 Profit and Loss statement reports:** A total of \$139,893.34 of actual expenditures vs \$119,644.55 of budgeted expenditures resulting in a budget deficit of \$20,248.79
        - (1) **Major areas of significant over expense (\$500) variance include:**
          - (a) Insurance - \$1,112.61
            - (i) Annual Budget - \$75,000
          - (b) Repairs and Maintenance -\$7,002.26
            - (i) Annual Budget - \$6,000.00
          - (c) Fire Wood - \$635.00

- (i) Annual Budget -\$1,700.00
- (d) Snow Removal Roof - \$650.00
- (i) Annual Budget 500.00
- (e) Natural Gas - \$1,328.68
- (i) Annual Budget - \$30,000
- (f) Electric - \$1,533.59
- (i) Annual Budget - \$12,000

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

- (a) Grounds & Parking Maintenance - \$970.00
- (b) Snow Removal Heavy Equipment - \$1,000
- (c) Water - \$601.01
- (d) Sewer - \$915.80
- (e) Miscellaneous Expense - \$2,541.66

b) [Chateau Claire April 2025 Accounts Receivable](#)

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

c) [Chateau Claire General Ledger YTD May 20th 2025](#)

- (1) Board Review / Reclassifications

d) [Chateau Claire 2025 Monthly Expense Worksheet](#)

- (1) The association has been operating over budget in the months of January, March and April.
  - (a) Keep in mind that this is based on how funds were distributed throughout the 2025 budget so the association will always see fluctuation.

**B. Approval of April 2025 Financials**

- 1. **Tom O’Keefe made a motion to approve the April 2025 financials as resented, Linda Stevens seconded the motion, the motion passed with no dissent.**

**V. Old Business**

**A. 2025 Insurance**

- 1. Completed

**B. 2025 Unit Dues Correction**

- 1. Completed

**C. Snow Removal Magnets**

- 1. Board Discussion
  - a) The board discussed producing a notification to be posted within the common hallway bulletin boards as a reminder to

owners and guests. Also to include a high alpine environment of ice.

(1) Nick commented that he would put together a draft for the board to review

#### **D. Deck Exterior Outlets Follow Up**

1. Stevens West Electric
  - a) Not to exceed \$600 for materials and labor
2. Board Discussion
  - a) The board discussed including the contractor information within the newsletter and that owners would call contractors directly to set up service.
  - b) The board inquired if there would be any cost saving in completing multiple units at one time
    - (1) Noah to inquire.

#### **E. Toilet / Thermostat Follow Up**

1. Toilets
  - a) Premier Plumbing and heating
    - (1) Total Cost to install 250.00 to 350.00
      - (a) Included supply line and wax ring
      - (b) Does not include toilet
  - b) Silverthorne Plumbing & Heating
    - (1) \$150.00 for toilet installation
      - (a) Updated supply lines and wax ring maybe needed
      - (b) Does not include toilet
2. Board Discussion
  - a) The board discussed including the contractor information within the newsletter and that owners would call contractors directly to set up service
3. Thermostat installation
  - a) Stevens West Electric
    - (1) Total installation \$180.00
      - (a) Does not include thermostat
  - b) Silverthorne Plumbing & Heating
    - (1) Total installation \$150.00
      - (a) Does not include thermostat
  - c) Both contractors are happy to provide programmable thermostat options based on the association's wiring schematic.
  - d) Board Discussion

- (1) The board discussed including the contractor information within the newsletter and that owners would call contractors directly to set up service

#### **F. Unit 4 sound and heat inspection 4 Mile Mechanical**

1. Board follow up discussion
  - a) Hourly rate of \$180.00
    - (1) Who will be responsible for payment
    - (2) Board discussed setting up an inspection with SRG, Owner and available board members to inspect owners heat and sound concerns. 4 Mile is ready to inspect however I would need to know if the board is going to pay for the time as there were mixed email discussions as to responsibility.
2. Board Discussion
  - a) The board discussed that Chateau Claire should not be held responsible for the cost of an inspection to be completed as there have been no other owners' concerns.
  - b) If when the inspection is completed if any findings are a common element issues Chateau will reimburse the owner.
  - c) The board indicated that the issue may lie in relation to the unit itself (ie. location of the unit over the boiler) as the boiler is working correctly (the cost would fall on the individual unit owner if this is the case)
  - d) The board discussed informing the owner of the financial responsibility as to the outcome found from the inspection.
  - e) The board indicated that board members as well SRG should be also present during the unit inspection.
  - f) **Nick Zomer made a motion to communicate with the owner making them aware of said inspection process and financial responsibility based on findings, Tom O'keefe seconded the motion, motion passed with no dissent.**

#### **G. Roof Inspection Unit 24 / 35 Ceiling Leaks**

##### **1. Roof Inspection Reports**

- a) [Leo's Roofing and Remodeling](#)
- b) DCPS- Awaiting Report
- c) Repair Notes
  - (1) Note Leo's Roofing and Remodeling indicated that it would be best to inspect from below. Unit 24 repairs still need to be completed so does the board want to cut the ceiling since there is damage to find the source of the roof leak or just patch and potentially have it come back a third time? Owner is concerned about organic growth.

d) Board Discussion

- (1) The board discussed adding annual roof preventative maintenance.
- (2) The board inquired the heat tape work that was completed in October and December of 2024
- (3) The board inquired as to increase cost of roof repairs and heat tape
- (4) The board inquired to the heat tape length at the bottom of the downspouts
  - (a) The board requested to follow up with roofing contractors to these questions.
- (5) Unit 24/35 ceiling leaks: The board discussed costs regarding opening up to inspect from the interior per the roofing contractors recommendation to pinpoint where a leak is coming from.
  - (a) The board requested to get some proposal costs associated with opening up damage ceilings to inspect from the interior.

**VI. New Business**

**A. Landscaping and Grounds**

1. Flowers - Early to mid June purchase due to cold overnight temperatures killing the flowers in 2024
  - a) Board Discussion
    - (1) The board brought to attention that trimming needed more attention.
    - (2) Weeding of the main entrance flower bed
    - (3) Plants and hanging flower pots to be placed

**B. Onsite Mailboxes Follow Up Discussion**

1. Board discussion
  - a) The board tabled the discussion to follow back for the August meeting after walking grounds. More information was needed from the post office on if no cost PO Boxes would still be available to permanent resident if mailbox clusters were not installed

**C. Altitude Community Law Policy Proposal**

1. [Insurance Allocation Deductible Policy](#)
2. Board policy
  - a) All unit owners must maintain an individual unit HO6 insurance policy that includes Building Property Coverage and Loss Assessment Coverage equal to or greater than the HOA Master Policy Deductible, currently \$25,000 as of May 2025, or have the financial ability to self - cover this deductible amount. In the event of a loss inside your personal unit, unit owners may be required to cover this amount. If the loss amount is less than the master policy

deductible, unit owners may be responsible for covering the loss in its entirety.

b) Board Discussion

(1) The board requested bare walls coverage proposals before deciding to engage Altitude Community Law.

(2) Tom O'Keefe made a motion to include within the associations policies that (C2a) is included, Ellen Sarcone seconded the motion, motion passed with no dissent.

**D. Unit 50 Deeper Green Consulting Report**

1. [Blower Door Report](#)

2. [Cold Air Infiltration](#)

3. Board Discussion

a) The board discussed the need to prioritize recommendations from the vendor on how to address this in the most cost effective manner. Request Deeper Green to attend a board meeting to present their report if that helps or seek out quotes for best options.

(1) Noah to follow up

**E. Touch Up Paint Available to Owners**

1. Board Discussion

a) The board inquired if painting touch ups were a part of the clean up included in SRG contract as the board felt that it was a part of regular maintenance

b) The board indicated that the exterior doors needed to be touched up.

(1) Follow up with Noah per SRG Contract

**F. Unit 6 Patio Drain**

1. Board Discussion

a) The board requested that the owner keep SRG aware if the issue was getting worse.

**A. Association 2025 Capital Improvement Projects & Proposals**

**1. EmpireWorks Updated Railing Proposal**

**2. Asphalt Crack Seal and Seal Coating**

a) [Jet Black 2025](#) - \$16,006.00

b) [A-Peak 2023](#) - \$18,850.00

c) [DCPS](#) - \$21,435.10 (See repair options)

d) Board Discussion

**(1) Ellen Sarcone made a motion to move forward with Jet Black, Linda Stevens seconded the motion, motion passed with no dissent.**

(a) The board requested that Noah provide at least 2 week notice to owners to move vehicles and timeline. Multiple reminders. Avoid holiday weeks and weekends.

**3. Building 1 and 3 Sauna repairs report**

- a) Awaiting inspection report / proposal from Complete Pool and Spa

**4. Proposals to repair / replace concrete stairs**

- a) Awaiting proposals from Rockies Builders, DCPS and EmpireWorks

**b) Proposal for Building 3 Center Entrance Grate Installation**

- (1) Awaiting proposals from Rockies Builders, DCPS and EmpireWorks

**5. Building 1 irrigation replacement**

- a) Greenscapes and BobbyCat Landscaping gave an estimated cost \$3,000 to \$4,000 to move the sprinkler heads and install a new irrigation line.

**b) Board Discussion**

- (1) The board was open to approving a quote however would like a further itemized proposal.

**c) Summit Remediation Solutions Update**

- d) Ground water was found in building one and a sample was collected for testing. Awaiting test results to get the go ahead to start remediation.

**e) Board Discussion**

- (1) The board requested details from the contractor as to the approved work

**6. Insurance option to go with bare walls**

- a) Awaiting sample numbers to review from the Mamich Agency

**b) Board Discussion**

- (1) The board requested a follow up

**7. Building 2 Water Main Shut Off Replacement**

- a) \$700.00

**b) Plumber noticed several places of corrosion.**

Recommendation would be to take a count and have all the corroded plumbing replaced at one time instead of individual shut offs.

**c) Board Discussion**

- (1) The board requested more information as to a proposal to review.

- (a) Noah to follow up

**8. Parking Passes**

- a) Total of 101 parking passes distributed to the ownership

**b) Pass Costs / extra for replacements**

- (1) 110 count - 436.38

- (2) 120 count - 486.96

- (3) 130 count - 527.54

- (4) 140 count - 568.12
- (5) 150 count - \$511.12
- c) Board Discussion
  - (1) The board requested examples of parking passes before approving
  - (2) The board commented parking passes should not have unit numbers associated with them
  - (3) There should be no SRG costs associated with replacement passes
  - (4) Potential if reducing pass replacement cost with more discussion on process
  - (5) Parking Pass Replacement account line item to be added to finances

## 9. Open Action Tracker

### B. Miscellaneous

#### 1. Exterior / Interior Light Timbers

- a) The board requested to have the timers inspected and adjusted every two weeks

#### 2. Board property walkthrough

- a) The board discussed meeting in person to complete a site walk between July 14th through July 19th

#### 3. Newsletter for Summer

- a) The board is going to wait for updated information prior to sending out a summer newsletter to update the ownership

## VII. Next Meeting Dates:

### A. Board of Directors Meeting

#### 1. July 9th 11:00AM

### B. Annual Meeting - August 16th 2025 9:00AM Town of Dillon

### C. Post Annual Meeting - August 16th post annual meeting

## VIII. Adjournment: The Chateau Claire 6/5/2025 Board of Directors meeting was adjourned at 7:09PM