

**Chateau Claire**  
**Board of Directors Meeting**  
**Minutes**  
**July 25th, 2023, 5:00PM**  
**Zoom Line: [Chateau Claire Board of Directors Meeting](#)**  
**(Click to Join Meeting)**

- I. **Call to Order:** The Chateau Claire 7/25/2023 Board of Directors meeting was called to order at 5:02PM
  
- II. **Introduction of Those Present and Determination of Quorum**
  - A. **Chateau Claire Board of Directors Present:** Patrick Chelin, Emily Francia, Linda Stevens, Lenore Knox, Dan Windschitl
  - B. **Chateau Claire Homeowners Present:**
  - C. **Summit Resort Group Present:** Noah Orth
  
- III. **Approval of Previous Meeting Minutes**
  - A. N/A
    1. Notation: Noah addressed the board stating he and Patrick had a phone conversation in that if the board meets without their managing agent and or if the boards secretary or members did not take meeting notes then meeting minutes would not be posted to the website. Noah indicated going into 2024 that the board should consider setting up a quarterly meeting schedule this way meetings are not being called the week of.
      - a) Patrick commented that he was in agreement that the board had a duty to review the financials, projects, and voting which all should be documented. Patrick also stated that the board also has the right to hold executive sessions.
        - (1) Lenore Knox stated that as discussed in the previous annual meetings that owners wanted more transparency and communication as the board discussed presenting newsletters to the community of ongoing association happenings.
          - (a) The board was in agreement that meeting dates should be discussed and posted on the website for all to see as well as the idea of sending out a more regular newsletter to the association.
  
- IV. **Regular Business**
  - A. **Financials**
    1. **[May 31st, 2023, Balance Statement](#)**
      - a) The Chateau Claire May 31st, 2023, balance statement reports
        - (1) Operating \$94,746.87
        - (2) Reserves \$54,488.93
        - (3) Total Checking and Savings \$149,235.80

2. May 31st, 2023, Profit & Loss Statement

a) **The Chateau Claire Profit and Loss statement reports:** A total of \$140,331.36 of actual expenditures vs \$117,041.63 of budgeted expenditures resulting in a budget deficit of \$23,289.73.

(1) **Major areas of significant over expense (\$500) variance include:**

(a) **Insurance** - \$3,809.79 - Premium increase April 1st, 2023

(b) **Repairs & Maintenance** - \$7,647.42

(c) **Firewood** - \$725.00 - Association ordered another cord of wood.

(d) **Supplies** - \$704.56

(e) **Grounds & Parking Maintenance** - \$3,841.95 - Greenscapes Invoice from 2022 into 2023 which cause current budget fluctuation

(f) **Natural Gas** - \$9,808.65 - Utility cost increases

(i) Patrick made a note that the association had installed 4 new boilers so one would think that the new boilers would be more efficient.

(a) Noah indicated that there was a significant gas increase as well usage. Noah indicated that the prior year's winter was very mild compared to this last year.

(i) Lenore confirmed that Xcel Gas rates went up 30% in the front range as well.

(g) **Electric** - \$2,274.57 - Utility cost increases

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

(a) **Property Tax** - \$1,700.00

(b) **Water** - \$2,425.73 - Due to quarterly invoicing

(c) **Sewer** - \$811.40 - Due to quarterly invoicing

(d) **TV / Internet** - \$996.04

b) May 31st, 2023, Account Receivable

(1) All dues are current.

(2) Note: (-) is prepaid

(a) Linda Stevens inquired about the parking pass payment.

- (i) Noah indicated that it was the cost for 2 replacement passes at \$50.00 each.
  - (a) Lenore indicated that that the board should think about reissuing fresh passes and agreed to purchase premade passes for tracking purposes.
    - (i) Patrick stated that he was on board with the updated passes.

c) **Chateau Claire General Ledger YTD**

(1) For Board Review

- (a) Noah went through the general ledger with the board in which the board discussed operating vs capital expenses. Noah indicated that Capital expenses are typically items that are major purchases or expenses that will be used beyond the current fiscal year in which something is purchased whereas an operating expense is representing the day-to-day cost to keep the association running.

3. **Patrick Chelin motioned to approve the May 31st financials as presented, Linda Stevens seconded the motion, motion carried with no dissent.**

**V. Old Business**

**A. Building 1 basement lighting**

- 1. Noah indicated that the replacement fluorescent lighting was received and was waiting on the board's approval to install as there was discussion of installing can lighting.
  - a) The board agreed to install the replacement fluorescent light fixtures.

**B. Electrical switch and outlet faceplates**

- 1. Noah stated that the faceplates were added however the switches and electrical outlets needed to be completed by an electrician as some switches were white and somewhere off white.
  - a) The board agreed that when the common area remodel occurs all switches and outlets should be changed out to match.

**C. Kayak Rack**

- 1. Patrick indicated that the association had purchased a kayak rack about a year ago and it was said that the owners would partner to put it together which has not occurred and at this time I suggest the board go ahead and have SRG put it together.

- a) The board agreed as well indicated to install it in the first parking space to the right of the dumpster enclosure along where the bike racks are.

**(1) The board unanimously agreed.**

#### **D. Bike Rack and Bikes**

- 1. The board discussed bikes that are present on the racks that have rusted through, or no one has taken ownership of. The board indicated that a notice should go out to the ownership and any remaining bikes as of October 1st will be removed and either taken to the dump or donated.

**a) The board unanimously agreed.**

### **VI. New Business:**

#### **A. Unit 18 Pet Incident**

- 1. The board discussed unit 18's long term agreement in that the board felt that the board / association should be made aware through a copy of their lease agreement of a tenant occupying a unit.

a) Noah indicated that the unit 18 owner provided the board with the requested lease agreement as well as the tenants ESA Letter.

(1) The board discussed that the tenant's ESA letter indicated a "trained service animal." as well as from Florida and needs to be from the State of Colorado which is to be looked into.

(a) The board indicated that a trained service animal should not be running out of the unit and attacking another pet who is on leash.

(i) At this time the board was looking into Emotional Support Animals in the state of Colorado and requirements.

(a) Noah made the board aware that the incident between the two animals was the owner's responsibility and not the association other than to make sure owners who were renting short or long term are in compliance with the association's rules and regulations.

#### **B. Association Rules and Regulations Updates**

- 1. Patrick Chelin stated that there were several items that needed to be updated and sent out to the ownership as past boards had made changes; however, documentation was never sent out to the ownership.

a) Smoking: The association follows the Colorado Indoor Clean Act which prohibits smoking in indoor common areas throughout the state.

- b) Trailers: The board discussed trailers and agreed that prior approval for trailers was needed. The board agreed that no trailers should be onsite long term and are limited to a 5-day period.
- c) The board agreed that owners are required to provide to the Management Company whether they rent long or short term. Owners are required to provide rental license, lease with tenant information including vehicle information.

### C. Upcoming Assessment

1. Patrick presented to the board an excel worksheet of current operating and reserve funding. The board discussed capital improvement projects of common building remodels for \$174,000, Building 1 foundation fix for \$68,000, railing replacement estimated at \$80,000, there is an insurance premium increase of \$25,00 for a total of \$293,315.
  - a) Patrick indicated that the board is going to want to pick a number to remain in reserves.
    - (1) Current \$54,000
    - (2) Spending \$347,000
      - (a) Lenore commented that an assessment of \$8,500 per owner is how she would vote.
      - (b) Patrick believed that no matter the assessment amount dues increases for operating expenses are going to be needed.
      - (c) Linda stated at \$7,500 that there would be a little over 100,000 in reserves.
      - (d) Emily commented that there are always extra costs that go into these items and believes that extra funding would be needed.
      - (e) Dan agreed that going on the higher side was safer. Assessments are always difficult however the association is in need of an upgrade.
      - (f) The board discussed that no owner is going to be happy with a large assessment, however what has to be realized is that the association is in need due to the buildings aging and the money has to come from somewhere.
        - (i) Emily commented that if the board continues to defer on items the prices for repair and or replacement are going to continue to go up as well.
        - (ii) **Lenore Knox made a motion for the assessment amount to be \$8,500 per unit to cover planned capital**

**improvements as well as the increased operating insurance premium. The motion was seconded by Dan Windschitl and Patrick Chelin, Motion passed with no dissent.**

(a) Patrick commented that a newsletter should be prepared to be distributed to the ownership explaining the past capital expenditures as well as well ensuing capital expenditures.

**D. Request for Information:**

1. The board requested Noah to create a questionnaire to be sent out to the ownership for information regarding rental, inspection authorization, owners directory approval, etc.

**E. Other topics and approach to upcoming owners meeting**

1. [Annual meeting Packet Agenda](#)

a) Noah went through the association's annual meeting agenda draft with the board and had asked the board to review items notated in red.

(1) Noah and the board went through items within the agenda draft and had approved the association's 2023 annual meeting agenda.

**VII. Miscellaneous Discussion:**

**A.** Lenore Knox commented that there was one owner that inquired if the meeting was going to be in person.

1. The board discussed and agreed to staying with Zoom for the convenience for those owners who would not be able to attend and then for 2024 have a social potluck to follow onsite.

**B.** Emily Francia stated that she would not be running for another board term due to time constraints.

**VIII. Next Meeting Date:**

**A.** The board indicated that the board would review the annual meeting notes and determine if we need to get together sooner rather than later.

**IX. Adjournment:** The Chateau Claire 7/25/2023 board of directors meeting was adjourned at 7:08PM