

**Chateau Claire
Board of Directors Meeting
Agenda**

9/19/2023 5:30PM

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

- I. **Call to Order:** The Chateau Claire 9/19/2023 Board of Directors meeting was called to order at 5:52PM via zoom.

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

- III. **Approval of Previous Meeting Minutes (N/A)**

- IV. **Regular Business**
 - A. **Financials July 2023 Full Set**
 1. **July 2023 Balance Statement**
 - a) The Chateau Claire July 2023 balance statement reports
 - (1) Operating \$96,602.63
 - (2) Reserves \$53,278.40
 - (3) Total Checking and Savings \$149,881.03

 2. **July 2023 Profit & Loss Statement**
 - a) **The Chateau Claire Profit and Loss statement reports:** A total of \$188,992.67 of actual expenditures vs \$1161,011.61 of budgeted expenditures resulting in a budget deficit of \$27,981.06
 - (1) **Major areas of significant over expense (\$500) variance include:**
 - (a) Federal Income Taxes \$499.00
 - (b) Insurance \$7,069.27
 - (c) Repairs & Maintenance \$11,433.99
 - (d) Firewood \$725.00
 - (e) Supplies \$1,029.02
 - (f) Grounds and Parking \$6,230.73
 - (g) Snow Removal \$447.32
 - (h) Natural Gas \$7,104.02
 - (i) Electric \$1,892.60
 - (2) **Major areas of significant budget surplus (\$500) variance include:**

- (a) Property Taxes \$1,700
- (b) Water \$3089.07
- (c) Sewer \$1,135.96
- (d) Tv & Internet \$2,136.04

b) **July 2023 Account Receivable**

- (1) All dues are current

c) **Chateau Claire General Ledger YTD**

3. **The July 2023 financials were viewed by the board however a motion was not made to approve.**

V. Old Business

- A. None

VI. New Business:

A. Post Annual Meeting

- 1. Directors Positions Roles and Responsibilities were discussed and the board unanimously agreed with the following directors terms.
 - a) President- Patrick Chelin
 - b) Secretary - Lenore Knox
 - c) Treasurer - Linda Stevens
 - d) At Large - Dan Windschitl
 - e) At Large - Ellen Sarcone

B. 2023 Assessment - amount and timing

- 1. The board spoke in regarding an association assessment for the following items to be completed in 2024
 - a) Refreshing interiors of entryways in all buildings (flooring, paint, repair railings, lighting, etc) Exterior entryway doors are not included due to cost.
 - b) Updating buildings #2 & #3 basements (flooring, lighting, painting, etc)
 - c) Repair/ replace exterior decks and railings- note bringing areas up to code
 - d) Sump pump install/ permanent water mitigation for building #1
 - e) Raise in insurance premiums
 - f) Adding money to the Reserves

(1) A motion was made by Lenore Knox to assess each unit \$8,500. The motion was seconded by Linda Stevens and was unanimously approved

(2) The board agreed that an assessment letter would be distributed to the ownership on October 1st 2023.

C. Adopting update to Rules and Regulations for washing machines and dryers in Unit(s)

1. After discussion the Rules and Regulations were updated to include new rules #21 and #22. #21 was added to include information pertaining to the Design and Review Application. Owners must submit an application and have approval before moving forward on projects. #22 pertains to unit washer and dryer regulations.

a) **A motion was made by Ellen Sarcone, 2nd by Lenore Knox to adapt the altered Rules and Regulations dated September 19, 2023, with the caveat that the Board needs guidance from SRG on the wording surrounding Rule #22. Motion passed 5-0.**

D. Update from SRG on onsite person - not sure if Noah can join, if not, please provide update

1. Noah to provide an update to the board

E. Electric charging station

1. Tabled

F. Siding falling off building

1. Owners to provide a maintenance request to Summit Resort Group for follow up

G. Painting/signage in front of Bld 4 entrances

1. Summit Resort Group to add red paint to the steps/ stoops of building #4 to help detour parking.

H. Building 1 basement lights

1. Patrick is going to inquire with Noah to see when lighting will be installed

I. Window washing

1. Owners are asked to clean their exterior windows. Information will be included in the next newsletter. A tall squeegee will be available for owner use. Owners can contact Summit Resort Group to check out to use equipment.

J. Investment of Capital funds

1. The board has tabled the topic however noted in the newsletter to see if any owners are interested in researching possible options.

K. Board of Director quarterly meeting dates and times

1. Meeting schedule as follows

a) December 13, 2023. 5:30pm (ZOOM)

b) April 18, 2024. 5:30pm (ZOOM)

- c) Annual Meeting- August 17, 2024. 11am. (In-person meeting at Dillon Town Hall, followed by Owner potluck at Chateau Claire)

2.

L. Ground Works 10% off through September

1. Tabled

M. Asphalt Crack Seal & Seal Coating

1. [Jet Black](#) - \$16,700 - Was able to provide services earlier however at this time only recommends crack sealing and not seal coating due to temperature
2. [A-Peak](#) - \$18,850 - will not be able to complete until next spring due to their busy schedule
 - a) The BOD reviewed the proposals and discussed the scope of work. A motion was made by Ellen Sarcone, 2nd Dan Windschitl to sign an agreement with Jet Black and move forward on work for fall 2023. Motion passed 5-0.

VII. Miscellaneous Discussion:

A. 2024 Budget

1. Monthly Expense Worksheet
2. 2024 Budget Draft

VIII. Next Meeting Date:

- A. December 13th 2023 5:30pm Zoom

IX. Adjournment:

- A. A motion was made by Linda Stevens to adjourn the Chateau Claire 9/19/2023 Board of Director Meeting at 6:57PM. Motion was seconded by Patrick Chelin, motion passed.