



BUFFALO MTN MANAGERS
PROPERTY MANAGEMENT

Chateau Claire, Inc.

**Homeowners Association Meeting Minutes
Held on Tuesday, November 17th, 2020 via Zoom**

Call to Order

The meeting was called to order at 5:38PM MDT by Keith Thompson

Board Members Present:

Keith Thompson, President
Linda Stevens, Vice President
Ryan McGibbon, Treasurer
Patrick Chelin, Secretary

Buffalo Mountain Managers Present:

Anthony Sandoval, CAM

Budget Report

- Working through the budget, taking a close look at every line item
- Lots of projects this year especially with the special assessment
- Budget should be approved in the next couple of weeks
- Budget is roughly \$350k a year
- About \$50k goes to the capital reserve

Management Report

- Few maintenance floaters these past months but starting December 1st we will have a full-time maintenance guy to focus on Chateau Claire
- Mansard project has been completed, Electrical project is still pending
- Seal coating was completed by Ortiz Brothers (further discussion about possibly striping)
- Firewood has been delivered, stacked in usual spot by building 2
- Couple lockboxes had to be removed, make sure these are put in the designated area by unit 1
- Heat tape is on and will work during the winter
- We are also in discussion to do some boiler replacement, will be meeting with AL Plumbing and heating to get a quote
- Window cleaning was completed by AAA property services

- Chimney sweeping will be getting done soon
- Common areas are being cleaned, and sanitized
- Ryan's Recovery will be tackling the towing going forward
- Please make sure owners are putting in work orders
- Went over the difference between the online portal and association site
- Went over some of the incidents that fall under emergency
- Keith went over Basecamp and shared with the homeowners the To-Do list

Association Business

- Reminder there is one (1) open board member position. If you are interested, please don't hesitate to contact us.
- Daniel Danimen from #55 is interested in joining the board. Motion to add Daniel to the board, seconded by Patrick, approved.
- Chateau Claire Loan:
 - I. We are still dealing with it and has been a pain
 - II. The bank required us to amend the collections policy which would put the bank in front of the management company on who to pay first.
 - III. Motion to amend the collection policy, seconded by Ryan, approved.
 - IV. Loan amount is \$108,000, interest is fixed
- Newsletter:
 - I. Talk about Irrigation repairs
 - II. Talk about plans for landscaping in the spring
 - III. Clarify parking policy and small trailers
 - IV. Explain neighbor dispute process – warning, assessments
 - V. BMM contact information
 - VI. Explain what an emergency is and what is not
 - VII. Reminder of open board position
 - VIII. Reminder to move vehicles for snow plowing
 - IX. Target is to get newsletter out middle of December
- Some trimming still needs to get done from the mansard project
- New metering and shutdowns will be getting done in the spring. Unfortunately, COVID pushed back some of the shipments
- Chimney Sweeping has been scheduled for Dec 1st and 2nd. Might get it done in one day, but contractor likes to give himself some cushion.
- Once completed we will assess each unit \$65 like in the past
- There is a new 'no parking' zone in between buildings 3 & 4 where the parking gets really narrow
- Parking will be enforced now, so please make sure you take a look at the policy and follow the rules
- Will there need to be handicap spaces if we stripe the parking lot? The board is only discussing at the moment.
- Snow plowing company will be plowing twice a day when the snow accumulation is over 4 inches

Capital Projects

- Back in 2017 the association hired a company to get a reserve study done for Chateau Claire
- The previous board set us up for success, we have \$400,000 in reserve to start tackling some bigger projects in the future.
- One of the big projects we are currently working on is boiler replacements
- We will be getting another reserve study done in 2 – 3 years
- How many boiler replacements need to still be done? As of now the only boiler that has been replaced is Building 2. We are planning to do Building 3 next.
- Entryways are also in the scope for next year to hopefully get those updated (new paint, carpet, etc.)

Public Comment

- Nancy in #38: Keypad on first door in building 4 is not secure and you can jimmy it so it stays unlocked. Thought key entry was a lot better.
 - a. The previous board had approved to replace locks with an electronic one as they begin to fail.
 - b. We will talk to the locksmith and see if we have a keypad lock that is more secure to not give tenants or owners the ability to lock and unlock
- Susan Emerson: Are there some owners that are still waiting to have their doors installed? There has been some lack of communication and it is getting frustrating at this point.
 - a. Owners will talk to Todd (contractor) and hopefully we can get it done soon.
- Is there a possibility of putting credit card readers on the laundry machines?
 - a. We can take a look into it but might not be beneficial to the association if we get charged per swipe
 - b. A coin machine might be a good idea as well
- Bibi Gotschell: Will we be talking about painting the window seals?
 - a. The board has been discussing this and think it would be easier for the association to get it all done at once and just assess each owner
- Snow removal on the balconies on building 4, discussed it was a limited common element. They are not being cleared now but wondering when they will start to get cleaned off.
 - a. We will discuss this in the future and figure out the best way to get this taken care of
- Will the decks behind the buildings be getting cleared off?
 - a. Yes, that is a part of our scope of work so we will make sure those get cleared off going forward.

Adjournment

The meeting was adjourned on Tuesday, November 17th, 2020 at 7:15PM MDT by Keith Thompson

