



BUFFALO MTN MANAGERS
PROPERTY MANAGEMENT

Chateau Claire, Inc.

Board of Directors Meeting Minutes

Held on Wednesday, January 13th, 2021 at 5:30PM via Zoom

Call to Order

The meeting was called to order at 5:32PM MDT by Keith Thompson

Board Members Present:

Keith Thompson, President

Linda Stevens, Vice President

Ryan McGibbon, Treasurer

Patrick Chelin, Secretary

Daniel Danimen, Member at Large

Buffalo Mountain Managers Present:

Anthony Sandoval, CAM

Introductions

- New board member was introduced to the team, Daniel Danimen will be a member at large going forward

Status of Loan

- Anthony has been in communication with Alpine Bank regarding the loan
- Documents have been sent via FedEx to all board members for signature, once received please sign and send back to the bank
- Keith Thompson will need to have his notarized and sent back to the bank. Please note Keith is the only one who needs to notarize
- Once docs are sent back to the bank, we will finalize the loan and get funded

Mansard Project

- Electrical project is still on hold until Spring (warmer weather)
- Need to get inspection report for the roof project and sent to the board
- There are some shingles around the windows that are starting to curve, need to be cut back



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- Patrick and Anthony will schedule a walk through with R3NG to ensure this is taken care of

To-Do Items

- We need to have a solution by April regarding the delinquent rent from Unit 1
- Board is working with the association lawyer to have a rental agreement made for Unit 1 going forward
- We need to make sure board is satisfied with the work before contractors are paid. Board must authorize payments
- Cedar trim around the buildings will need to hold off until springtime, we will decide then whether we want to just stain or paint
- As locks begin to fail, we have agreed that they will be replaced with an electronic lock
- Linda has stated middle door to building 3 needs to be replaced. She will put in a maintenance request to have this replaced with an electronic lock
- Anthony mentioned there might be some in stock at the office, if not we will purchase one and get it installed
- Ryan also made a point about easy access to the storage units; we need to get a deadbolt installed and have it keyed to the existing key so owners can still have access
- Is there a possibility of uploading the owner directory on the association site? Need to make sure owners are okay with having their information included

Next Meeting

- Next board meeting will be held on Thursday, February 18th, 2021 at 5:30PM
- Next association meeting will be held on Thursday, March 11th, 2021 at 5:30PM

Adjournment

The meeting was adjourned on Tuesday, November 17th, 2020 at 7:25PM MDT by Keith Thompson