

Chateau Claire Board Meeting Minutes  
January 25, 2017

I. Welcome

Nancy Holloway called the meeting to order at 5:00pm and welcomed all board members and visitors

Board Member present: Lenore Knox, Richard Lodholz, Anne Rutherford, Sue O'Keefe, Jay Gietl, Glenn Iverson, Nancy Holloway.

Visitors: Patrick Chelin #36, Tom O'Keefe #3, Karl Kluge #53, Rita Lodholz #46, Bob Boden #54, Larry Connors #31, Rick Bell #17, Renee Hogue #41, Brian Knox #4, Tom Werts- manager.

II. Discussion/Approval of Minutes – post HOA mtg, August 27, 2016

*A motion was made by Richard and 2<sup>nd</sup> by Sue to approve the amended minutes. Motion passed.*

III. Discussion/Approval of Minutes – October 12, 2016

*A motion was made by Richard and 2<sup>nd</sup> by Anne to approve the amended minutes. Motion passed.*

IV. Board Communications

- a) Between Board and homeowners
- b) Among Board members
- c) Between Board members and managers

*Nancy addressed the attendees that Richard had sent out an unauthorized letter to owners. Richard read a letter to attendees explaining his reasoning behind the letter. Jay explained that the roof assessment was not for over \$2200 and it was a \$2200 flat fee. He stated that there is at least one unit owner, who after acting on information in said letter, will not pay the \$2200 flat assessment. Jay stated that a letter needs to be sent to owners to disassociate Richard's letter from the rest of the Board.*

*There was a discussion as to why Richard sent the letter out and how it was not needed because there was not a 2<sup>nd</sup> to his email motion pertaining to the payment of the roofing work. Nancy stated that any assessment fees collected that are above the \$100,000 loan amount will be placed in the reserve fund for future projects.*

*Richard asked why the Board would even need to take the loan? Jay replied that the loan was used as it was already in progress and allowed owners a monthly payment option and that the loan would be paid off in one year. The loan allowed for the*

*reserve fund to stay rich in the case of an emergency (boilers). The loan also gives us a good relationship with the bank.*

*Jay stated in reaction to Richard's letter the Board needs to:*

- 1. Send a letter to owners explaining Richard's letter.*
- 2. A letter needs to be sent to the individual homeowner stating that they cannot pay back the assessment as explained in Richard's letter. It must be paid back in a way as written in the original repayment letter that was sent out to owners.*

*There was a discussion that it is not ok to send information out without the knowledge of the Board. Nancy stated that a letter will go out to owners that explains that Richard's letter was not endorsed by the Board and that owners must pay the amount stated in the official letter. Richard agreed with the procedure.*

V. Financials

- Update on US Bank loan  
*Jay stated that \$55,951.51 has been paid to the loan by owners to date (Jan. 25, 2017)*
- Homeowner payment status
- Turnaround time from Waldrop  
*Richard said that the turnaround time to get financials is very slow. They are 3 months behind. Tom said that the post office in Dillon has been VERY slow. Larry said that when Waldrop was in charge, info came out on time and that Marsha is overwhelmed. Jay will look in to other options for an accounting firm. Nancy said that in the past Larry would meet in person with Marsha. Jay said he would be happy to meet with her. There was also talk of reviving the Financial Committee.*

VI. Old Business

- Snow plow texting notice  
*Tom said snow removal is going well. Richard complimented the work that is being done.*
- Building 4 laundry update  
*In process.*
- Remodel proposals and approvals #2, #16 and #27  
*Nancy said work on #2 and #16 is complete. #27 is still in progress. #18 had wanted a washer and dryer, but were denied due to venting issues and the new remodeling standards.*

- Mansard proposal presentation

*Nancy will try to schedule a mansard meeting as the January general meeting was too full. Tom stated that Arapahoe Roofing did a satisfactory job, but that work was not completed on time. The work was not done till October. Tom talked to The Roofing Company to try and lock down the bid they gave us last year. It was stated that we should also get some new quotes from other mansard installers close to or in Summit County. Patrick asked what material will be put up in place of the current shingles? Tom stated that it will look similar to the metal siding of the Yacht Club next door. Nancy said that the exterior entrance doors will also be replaced.*

*Richard said he would like to see an architectural rendering of the work to be done. There was a discussion as to how the new siding will allow water to drain.*

*Lenore asked about the timeline of the project. She wanted to make sure all repayment information is in place before we decide to move forward on the project. Jay said that we will need to wait at least a year as we need to pay off the roof loan first. The roof loan was financed at 4.75% interest. Nancy said the mansard project will cost approximately \$5,000-\$6,000 per owner/ unit. We will continue the mansard discussion at the March Board meeting.*

- Report from Boiler Committee

*Richard shared information from the Boiler Committee which included Karl Kluge, Patrick Chelin and Bill Fithian. The committee shared that there does not seem to be a need to replace a boiler at the present time because there is a large water heater that could help if there was a temporary outage. Richard commented that the position of the committee, given to the Board three years ago, is consistent with the present perception. Patrick recalled that replacement of boilers would not be cost effective. If the Association did not have the money and it was not an emergency then we should not start replacing boilers now, but replace the controls that improve the efficiency of the boilers. Richard commented the intent of the report was intended to update the Board on the Committee's perception and to remind the Board that we do have issues to keep in mind.*

## VII. New Business

- Building 2 and #17 update

*The freezes in building #2 were addressed and explained. Tom addressed the pros and cons of putting glycol in the pipes. Tom is addressing issues with the problem and making corrections to the issues.*

*Rick Bell the owner of #17 explained the issues he had with the three separate freezes he had. He stated that he had not had a fire in the fireplace, had the heat set to 75 degrees and all his windows were closed. He said that Local's Choice Plumbing said the issue was with lack of insulation at the air intake. There was a discussion as to the possible causes of the problem. After a long discussion of possible causes and repairs completed, Nancy said the problem has been corrected and the expenses incurred will be covered by the Association.*

*Jay stated that Rick has yet to acknowledge the email he sent about their discussions and that Rick still needs to follow up on said email. Jay stated that Rick did not communicate well with the Board and needs to communicate directly to the Managers. Tom said that he and Debbie will be retiring at the end of their contract. Patrick said that there was an understanding that Tom and Debbie would be resigning as of Oct 1, 2017.*

- Homeowner Comments – please limit to 2 minutes per unit
  1. *Karl Kluge- Asked if the mansard was looking to be replaced in 2018? Nancy/ Jay- yes, that is the plan. Karl also addressed why building #4 has a lock on the laundry door as people are always propping it open. Why not just remove the lock? Also someone is storing furniture in the area under the stairs. Tom said that he would remove the furniture and put it in the owner's storage area.*
  2. *Ann Rutherford- Could we move the annual HOA open meeting to Labor Day weekend?. Nancy said it was initially moved because of the CU/CSU football game and we could look in to changing it back, but it was unlikely as it is a very busy weekend for people to attend a meeting.*
  3. *Bob Boden- He said it would be nice to know what is going on at Chateau Claire and it would be nice to have a simple newsletter with info. Lenore said the idea was discussed at the last Board meeting. Jay said that he is still working on getting the Mail Chimp account set up and that we could send out a newsletter via email or could include a paper copy with monthly statements. Bob also said in the unit #16 remodel that they threw away their entry door lock. He said that the remodeling standards should include info that the lock is property of the HOA.*
  
- Criteria for future Board meeting

*Richard proposed that Board meetings should take place on a weekend at Chateau Claire. Nancy commented that would be difficult as the bulk of the Board members live in the Denver Metro.*

*Richard said he would like to have the minutes approved over email within two weeks of a Board meeting. He also brought up the need for a subcommittee to be formed to move forward with hiring of new managers. Lenore asked to see a*

*copy of the current management contract. Nancy said there was not a need to see the contract as we will not be using it for the new hire.*

- VIII. Management Team Contract  
*Board moved to Executive Session at 6:50pm.*  
*Board meeting adjourned at 7:07pm*

Respectfully Submitted,

Lenore Knox  
Chateau Claire HOA Board Secretary