

Chateau Claire, Inc  
Board of Directors Meeting  
January 17, 2018

**MINUTES**

**Call to Order**

The Meeting was called to order on January 17, 2018 at 6:05 p.m. at Hammersmith's Northglenn Office, 11990 Grant Street, Northglenn, CO 80223. Jay Gietl chaired the meeting.

Directors Present:	President	Jay Gietl
	Vice President	Glenn Iverson
	Treasurer	Sue O'Keefe
	Secretary	Lenore Knox

Others Present:	Hammersmith® (HMI)	Gwen Cook, CAM
	Hammersmith® (HMI)	Patrick Sullivan, Maintenance

**Property Owner Forum:** Nancy Holloway (38), Larry Connors (31) and Karl Kluge (53) were in attendance to discuss the Comcast upgrade, snow removal, dogs off leash and other items, and observe the meeting.

**Approval of Agenda:** The Board reviewed the agenda of the January 17, 2018 Board of Directors Meeting. ***A motion was made and seconded to approve the agenda as published. The motion carried unanimously.***

**Maintenance Report:** Onsite Maintenance Technician, Patrick Sullivan, was in attendance and provided the Board with a summary of items completed since the last meeting. Some of the items included:

1. Light checks are completed weekly, with bulb replacement;
2. All the backflow preventers were tested in compliance with Town requirements;
3. Boiler inspections were completed in compliance with State requirements;
4. The railing at Building three (3) will be completed this week;
5. Fire extinguisher inspections are being scheduled.

**Consent Agenda**

***A motion was made and seconded to approve the consent agenda item below. The motion carried unanimously.***

- A. ***Ratify the decision made outside of a Meeting to approve the Board of Directors meeting minutes from November 15, 2017.***

**Financials**

The financials for the period ending November 30, 2017 were distributed to the Board. Management advised that they could not accurately report on the financials, as they are not receiving the requested information from the prior accountant. Multiple items are outstanding, and the Board agreed to continue reaching out to the prior accountant for information.

**Unfinished Business**

- A. **Rules & Regulations Policies:** At the October Board Meeting the Board approved having legal prepare the senate bill policies and revise the rules and regulations. The Board advised that they will complete the policies for adoption and distribution to the community by the end of January.

- B. Website Maintenance & Redirect: The Board will provide Management with next steps in terms of website management for the main site. In the meantime, the Board will reach out to have the owner portal redirected to Hammersmith's Pitera Portal.
- C. Office Equipment Disposal: The Board decided not to dispose of the office equipment at this time, as it is being used by the onsite maintenance technician.

### **New Business**

- A. Fire Place Inspections & Sweeping: The Board reviewed the report from Consider it Done and noted that a majority of the units do not have carbon monoxide detectors. State law requires that a detector is installed within 15 feet of the doorway to a room used for sleeping. This will be included in the next newsletter.
- B. Reserve Study Draft: Management provided the Board with the draft of the reserve study. A follow-up meeting will be scheduled in February with Criterium-Cona Engineers to review the study in detail and make any necessary changes.
- C. Washers and Dryers: Management advised the Board that the washers and dryers in each of the buildings are beginning to fail, as they are at the end of their useful life. The approximate cost to replace one (1) set is \$2,900. Management will provide the Board with the specifications on the proposed equipment replacement, so they can decide how to proceed.
- D. Newsletter Items: The Board reviewed items to be included in the next newsletter.

**Reports and Correspondence**: Management will provide the Board with monthly work order, violation and ACC reports, and correspondence between Hammersmith and owners and vendors throughout the prior month.

**Adjournment**: The meeting was adjourned at 8:03 p.m. The next regularly scheduled Meeting of the Board will be held on Wednesday, March 7, 2018 at 6:00 p.m. at the Hammersmith Management Office in Northglenn, CO.