

Chateau Claire, Inc
Board of Directors Meeting
January 30, 2019

MINUTES

Call to Order

The Meeting was called to order on January 30, 2019 at 6:10 p.m. at Stevinson Toyota, 780 Denver West Colorado Mills Blvd. Lakewood, CO 80401. Lenore Knox chaired the meeting.

Directors Present:	President/Vice President	Lenore Knox
	Treasurer	Glenn Iverson
	Secretary	JC Tierney
	Member-at-Large:	Rick Bell
Directors Absent:	Member-at-Large:	Brent Mueller
Others Present:	Buffalo Mountain Managers (BMM)	Gwen Cook, CAM
	Buffalo Mountain Managers (BMM)	Daniel Corral, Maintenance
	Buffalo Mountain Managers (BMM)	John Conti (via Phone)

Property Owner Forum: Robert and Linda Stevens (34), Ryan McGibbons (47) and John and Michelle Mulstay (21) were in attendance to observe the meeting.

Approval of Agenda: The Board reviewed the agenda of the January 30, 2019 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, Daniel Corral was in attendance. Maintenance reports were provided through-out the meeting as each agenda item was discussed in detail. In addition, Rick Bell provided a report of recommended maintenance items for the Board to consider.

Consent Agenda

A motion was made and seconded to approve the consent agenda items below. The motion carried.

- A. ***Ratify the decision made outside of a meeting to approve the minutes from the October 29, 2018 and December 5, 2018 Board Meetings.*** The Board reviewed minutes from the December 20, 2018 Budget Ratification Meeting and had no changes.
- B. ***Ratify the decision made outside of a meeting to replace the mixing valve in Building 3 at a cost of \$2,074.98.***

Financials

Management reported on various details of the written report produced outlining the Association's financial position for the period ending December 31, 2018. ***A motion was made and seconded to accept the unaudited financial statements for the period ending December 31, 2018 and prepared by Buffalo Mountain Managers (BMM). The motion carried unanimously.***

Management will send a list of the items that Jolene from Stuhr and Associates is still missing in order to proceed with the audit. In addition, the old FRS files will be sent to JC Tierney to see if he can open the files and print the missing items for Jolene. The signature cards for US Bank were signed by all Board Member in attendance. Management is obtaining proposals to prepare the 2018 tax returns.

Association Business

- A. Mansard RFP: Cona Engineering prepared and distributed the RFP for the mansard replacement project to five (5) contractors for bid. The Board discussed several items related to the RFP and decided it may be best to install the downspouts this year after evaluating the proposals and complete the mansard replacement in 2020. Cona provided estimates to repair the foundation at Building 1 and the sinking patio at Building 3. Management will obtain proposals for this work. In addition, quotes will be obtained to install electrical within 5-feet of the downspouts at each building for the heat tape.
- B. Building Maintenance and Grounds Committee: Information on joining the Committee will be included in the newsletter; however, Rick noted that he hasn't received any interest. The Board hopes that owners will show more interest in joining the Committee in the spring.
- C. Building 1: Neils Lunceford (NL) is preparing a quote regarding the drainage control at each building. They will not warranty the work based on the condition of the foundations and it will be at least July before they can begin the work. Lenore and Rick agreed to meet onsite with NL to review the sprinkler system and recommendations to move lines, and the proposal for drainage control.
- D. Building 2: Onsite Maintenance will complete a patch repair where the leak occurred in the foundation of the storage area for Unit 15.
- E. Master List of Maintenance Items: Rick prepared a list of items and will send it out to the Board via email.
- F. Onsite Maintenance Hours and Work Orders: Management will provide a work order report and log of items completed by onsite maintenance to the Board on a bi-weekly basis.
- G. 2019 Projects: The Board identified the following projects as priorities to be completed in 2019:
 - a. Landscaping (Drainage Control and Irrigation System)
 - b. Replacing a Boiler
 - c. Gutter/Downspouts
 - d. Stair Repair at Building 3
 - e. Foundation Repair at Building 1
- H. Newsletter Items: The Board reviewed items to be included in the next newsletter, including an opt in waiver to create a homeowner directory, keeping the building doors shut and removing snow from the decks.

Adjournment: The meeting was adjourned at 7:54 p.m. The next regularly scheduled Meeting of the Board will be on Wednesday, April 10, 2019 at Stevinson Toyota, 780 Denver West Colorado Mills Blvd. Lakewood, CO 80401.