

**Chateau Claire, Inc**  
Board of Directors Meeting  
February 7, 2018

**MINUTES**

**Call to Order**

The Meeting was called to order on February 7, 2018 at 6:09 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

**Guests:** John Cona from Criterium-Cona Engineers was present to review the Reserve Study prepared for Chateau Claire and discuss the components in detail. Several changes were made to the draft Reserve Study. John will make the changes to the report and provide a revised copy for discussion at the March 7, 2018 Board Meeting.

**Financials**

The Board directed Management to credit the October 1, 2017 assessment to the owners accounts. The previous Manager charged the assessment at the end of September, so it was double billed. The Board realizes that this will have a direct impact on the financial statements, because assessments billed as of October 1 were for only nine (9) months due to the practice of billing a month in advance. An audit is being performed and adjustments will most likely be required.

**Unfinished Business**

- A. **Washers and Dryers:** The Board reviewed quotes to purchase new washers and dryers for all four (4) buildings, as they are failing continually. ***A motion was made and seconded to purchase a set of washers and dryers for each of the four (4) buildings, from SA Specialty for a total cost of \$10,490.61. The motion carried unanimously.*** They will be installed by onsite maintenance.

**New Business**

- A. **Architectural Review Request:** The Board reviewed a request from Unit 3 to make modifications to the unit. The request was approved as submitted.

**Adjournment:** The meeting was adjourned at 8:06 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.