

**Chateau Claire, Inc**  
 Board of Directors Meeting  
 August 25, 2018

**MINUTES**

**Call to Order**

The Meeting was called to order on August 25, 2018 at 9:01 a.m. at the Dillon Town Hall, 275 Lake Dillon Drive, Dillon, CO 80435. The meeting was chaired by Jay Gietl.

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

Others Present:	Buffalo Mountain Managers (BMM)	Gwen Cook, CAM
	Buffalo Mountain Managers (BMM)	Daniel Corral, Onsite Maintenance
	Buffalo Mountain Managers (BMM)	Ciera Denton, Admin. Assistant
	Buffalo Mountain Managers (BMM)	Mike Hendricks, Operations

**Property Owner Forum:**

Ricky Bell (17) was in attendance via phone to discuss the new rental policy and concerns he has with a renter in Building 2. He also asked about the status of the sprinkler system at Building 2 and the foundation wall leak. He noted that the landscaping crew is not using safety equipment and questioned the liability. The Board advised that the liability lies with Buffalo Mountain Managers, as they are employees of BMM.

**BMM Transition:** The Board discussed several items with Management that need to be addressed, including:

- A. Work order requests in AppFolio are being addressed by BMM; however, Owners are not receiving the notifications from the system when a ticket is updated and completed. BMM will look into why it's not properly notifying owners;
- B. Communication has been lacking and needs to improve immediately;
- C. Invoices and financials will be sent on a reoccurring basis for Board approval. BMM will continue to follow-up with the previous accounting firm, Fraser, Waldrop & Company, to find out the status on the audit;
- D. The website needs to be updated.

The Board and BMM will follow-up in 2-weeks to review progress on these items.

**Financials**

- A. Management reported on various details of the written report produced outlining the Association's financial position for the period ending June 30, 2018. ***A motion was made and seconded to accept the unaudited financial statements for the period ending June 30, 2018 and prepared by Buffalo Mountain Managers (BMM). The motion carried unanimously.***
- B. BMM will work with US Bank to obtain new signature cards and update the mailing address, since Sue is leaving the Board with the upcoming election.

**Unfinished Business**

- A. Rules & Regulations Policies: The Board again reviewed the draft Rules and Regulations, Renter's Policy and Parking Policy in detail. ***A motion was made and seconded to approve the Rules and Regulations and Policies, as revised, and after the Attorney has reviewed and approved them. The motion carried unanimously.***

- B. Building 2 Boiler Replacement: The Board approved a proposal from Breckenridge Mechanical in April to purchase and install a new boiler, if and when one needs to be replaced. ***A motion was made and seconded to purchase the new boiler for Building 2. The motion carried unanimously.*** The Board asked Management to obtain pricing for preventative and ongoing maintenance of the new boiler.

**Adjournment:** The meeting was adjourned at 10:11 a.m. The next regularly scheduled Meeting of the Board will be determined after the new Board of Directors is elected at the Annual Meeting of the Membership.