

Chateau Claire, Inc
 Board of Directors Meeting
 December 5, 2018

MINUTES

Call to Order

The Meeting was called to order on December 5, 2018 at 6:02 p.m. at Mimi's Café, 14265 W. Colfax Avenue, Lakewood, CO 80401. Lenore Knox chaired the meeting.

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

Allen Spanier (30) was in attendance to inquire about a maintenance request that was submitted regarding the mixer valve malfunctioning in Building, which is creating extreme fluctuations between the hot and cold water. Management will follow-up on the request and meet with a vendor to assess the valve. The Board asked that Building 1 be assessed as well.

Approval of Agenda: The Board reviewed the agenda of the December 5, 2018 Board of Directors Meeting. ***A motion was made and seconded to approve the agenda as amended. 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. Management will follow-up on questions the Board had regarding the architectural application to install a radon mitigation system.

Minutes: The Board reviewed the minutes from the October 29, 2018 Board Meeting. Rick had several changes and additions he will email to Management. Management will recirculate the minutes for review after they receive the changes.

Financials

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

Association Business

- A. **Walkway Shoveling:** The Board discussed recent snow removal procedures and Management advised that the expectation is for snow removal to begin first thing in the morning, by 9:00 a.m. and includes the decks that are accessible without entering a unit. Management will follow-up with the maintenance team to ensure snow removal is being completed consistently.
- B. **Key Lockboxes:** Management advised that the rails for the key lockboxes have been installed in the south quadrant of Building 1. The rails that were installed are difficult to put a lockbox on.

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New, smaller, wrought iron rails were purchased to replace those already installed, and will be installed this week.

- C. Mansard RFP: The Board agreed to use Cona Engineering to create the RFP for the mansard replacement project. John Cona attended the meeting via phone and answered numerous questions from the Board regarding creation of the RFP. He will be onsite in January and will provide the Board with notice, so they may attend the inspection. He's expecting to send the RFP out to contractors for bidding in early February.
- D. Building Maintenance and Grounds Committee: Information on joining the Committee was 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. Rick will inventory the seasonal decorations on hand and purchase some additional if necessary, in order to decorate the property for the holidays.
- E. Building 1: The humidifier installed in the crawlspace is continuing to capture the water, which is being emptied daily at a rate of about 8-gallons. The Board authorized the purchase of a second dehumidifier and an industrial fan at a cost not to exceed \$500.00. The door to the center quad needs to be fixed to allow closure and the handle replaced. The Board agreed that as the handles are replaced throughout the community, they will be replaced with the keyless entry code mechanisms. Daniel will complete an inventory on the repair and replacement needs of every door in the community and provide it to the Board within 2-weeks.
- F. Building 2: The foundation is not leaking since applying the caulking material to reseal the seam in the foundation; however, it is not sealed properly and will need to be reworked in the spring.
- G. Building 3: Nothing to report.
- H. Building 4: Daniel reported that the one of the bulbs in the hallways continuously burns out after replacing the bulb. He is going to first try replacing the fixture base and if that doesn't work an electrician will need to assess the issue.
- I. Irrigation Issues: Management will obtain quotes over the winter from landscaping companies to raise the areas around the building foundations, in order for the irrigation water to drain away from the buildings.
- J. Oil Leak: Management will continue to follow-up with Waste Management until the issue is resolved; however, it may be spring before the issue can be resolved now that we have entered winter.
- K. Building Signage: Management will purchase bulletin boards to install in the hall of each building for posting notices.
- L. Master List of Maintenance Items: Rick is still preparing the list and will send it out to the Board via email.
- M. Maintenance Tracking Log: The Board will prepare a master list of maintenance items and post it in Google Docs, so it can be accessed by everyone and editing changes can be made. The Board will prioritize the items that need to be addressed.
- N. Old Website: Management asked the website administrator to redirect the old website, lakedillonlodging.com, to the new website for Chateau Claire.
- O. Facebook Page: Chateau Claire has a new Facebook page for owners. Information was included in the last newsletter and Management will send a reminder out via an eblast.
- P. 2019 Operating Budget: The Board spent a considerable amount of time over the last 12-months reviewing past and future expenditures. A professional reserve study was completed of the building components, their useful life and estimated replacement values, so funding can be planned more accurately. The Board announced at the Annual Meeting in August, monthly assessments would likely include an increase. The Association is facing major replacement projects, included boiler and mansard replacement, as a result of decades of deferred maintenance. ***A motion was made and seconded to approve the 2019 Operating Budget with an increase in the monthly assessment ranging from \$36.00 to \$41.00 depending on unit size. The motion carried unanimously.***

- Q. Special Assessment Survey: The Board will create a survey to send to owners regarding options for paying a special assessment in 2019 for the mansard replacement project and send it to Management. Management will load it into Survey Monkey to be sent to all owners.
- R. Newsletter Items: The Board reviewed items to be included in the next newsletter.

Adjournment: The meeting was adjourned at 8:10 p.m. The next regularly scheduled Meeting of the Board will be on Wednesday, January 30, 2018, location to be determined.