



Chateau Mont Condominiums Unit Owners Association

HALL ASSOCIATES, INC. MANAGING AGENT (540) 982-0011

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Chrissy Greene/V. P. of Association Management – cgreene@hallassociatesinc.com

MINUTES BOARD OF DIRECTORS MEETING

April 20, 2022

South County Library

Pending Review/Approval at Next Board Meeting

Board Members Present:	Bob Powers	President	2023
	Bob Kaplan	Vice President	2024
	Lori Baker	Secretary/Treasurer	2022
Board Members Absent:	None		
Others Present:	Chrissy Greene	V.P. of Association Management	
	Terry and Martha Apple	Unit Owners	
	Cheryl Borek	Unit Owner	
	JoLynn Draper	Unit Owner	
	Merrily Eckert	Unit Owner	
	Mary Ewers	Unit Owner	
	Linda Garrett	Unit Owner	
	David and Charlene Greer	Unit Owners	
	Donna Hardee	Unit Owner	
	Linda Vance	Unit Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with all Board Members in attendance at the South County Library. The meeting was called to order at 10:34 AM.

II. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Kaplan) and seconded (Baker) to waive the reading of the January 19, 2022 minutes and accept them as written. Motion passed unanimously.

III. FINANCIAL REPORTS

The financials through March 2022 were reviewed.

Account balances as of 03/31/22 are:

Operating	\$ 94,571.37
Operating Reserve	\$ 36,668.63
Capital Reserve	<u>\$246,300.24</u>
Total Combined Assets:	\$377,540.24

Through March 2022, all special assessments have been transferred to the Capital Reserve Account (\$217,606). A motion was made () and seconded () to accept the financials as presented through March. Motion passed unanimously.

IV. BUSINESS

Exterior Maintenance/Leaks – the contract with Avis Construction is being finalized and they will begin in late April/early May. They anticipate working for 4 months. They plan to begin where they left off. They will finish on the front, work around the side where the garage is located and then around the back. The amount of work they complete will be dependent on how much damage they find under the areas where they are working. The total cost of this portion of the project is \$155,000. The final portion of the project will require a 100 foot lift to be set on the street below the building. Scaffolding is not a viable option for this area.

Garage – still monitoring leaks before doing the drywall and repair work in the garage. There still have not been any major rains that would indicate if the repairs were satisfactory. The contractor, Avis, will complete this work after they finish the exterior maintenance/leak work, likely late this Summer/early Fall.

Garage Lighting – the association is on the second round of replacement of lights to LED. Twenty lights were replaced in this cycle. However, there are 2 or 3 that had been planned for replacement, but they are hooked up to the fire system and they had to be ordered. As others go out, they will be replaced with LED until the next round of lights are scheduled.

Exhaust Fans – the fan that had been on order finally came in and was installed. However, an additional fan needs to be replaced and has been ordered. Discussion ensued regarding the fans, if they can be repaired versus replaced, how often they run, how loud they are when operating, possibility of replacing the garage door with a security gate and eliminating 2 or more fans, etc...

Ground Lighting – The only lights working are right in front of the Chateau Mont sign. The wire on the lights that go around the building has a break. This is still being considered/investigated.

Elevator – stays tabled until the exterior work is completed and the association determines where it stands financially.

Front Walkways – remains tabled pending the completion of the exterior work. The lift will be working on the front of the walkway and may cause additional damage.

V. OWNERS FORUM

Any owner can attend the meeting to observe. They may also speak on any subject to the Board during the 15-minute owner's forum. Items noted in the forum will be taken under consideration for a future agenda. Unit owners wishing to have a subject added to the current agenda must submit the information in writing to Management at least 10 days in advance so that the Board has an opportunity to research the issue before rendering an opinion or decision. Owners wishing to attend the meeting should check with Management prior to the meeting in case the time or location has been changed.

Prior to the meeting, an owner submitted questions in writing:

- Request for the Board to consider an electric vehicle charging station. The Board will consider installation of a station with the unit owner's request. The request suggested that the line be dedicated to a specific service, so that the electric is charged directly to the unit owner who installs the station.
- Trash container request – has been submitted to the County, initial request for more containers denied, but the request has been resubmitted. The owner who submitted the request, David Greer, indicated he had contacted the County directly and they told him they would bring additional trash containers that day. Mr. Greer requested the Board's permission to contact the County on behalf of the association. The Board responded that there is an active request being reviewed by the County by management, so they would like to wait on that response before taking additional action. Discussion ensued regarding improperly bagged trash or trash that is not being bagged at all before being tossed into containers and the dumpster.
- Trash chutes – not in use, because of issues with misuse (broken glass, kitty litter, adult diapers, improperly bagged trash exploding, etc...)
- Hall Associates job description – management's role is primarily administrative. Management primarily operates as facilitators for the Board. The actions management takes are under the Board's direction. Management collects dues, issues statements for unpaid dues, provides the information to the attorneys in the event the Board sends an owner to collections, maintains the certificates of insurance for the contractors that the association uses, issues payments to contractors for services performed, attends quarterly meetings and annual meetings, guides the Board on what is/is not permitted by statute for Common Interest Communities based on licensing/education, takes the minutes of the meetings,

prepares the monthly financial packets and distributes those to the Board, helps draft/prepare the budget for the Board's review, send out maintenance or service requests as needed for repairs that the association is responsible for (such as an elevator that is down, lights that are out, a fire alarm trouble signal), management prepares the agendas for the meetings, communicates with the insurance company as needed, prepares the disclosure packets for resale of condos, etc... Management takes all maintenance requests, service calls, etc... and then distributes them to the appropriate contractor or the Board, as needed. Management receives and codes the invoices for payment. As you can see, our role is primarily administrative. As the Association Management company, management is often confused with maintenance or oversight for contractors, but that's not the case.

- Weekly inspections completed by anyone? No, the person previously employed by the association for this purpose was not replaced, so that all funds could be applied toward the leak repairs. There is not anyone specifically assigned to this task. However, there are several owners in the building, including Board members, who routinely check things out and if necessary, report the issue to management for action. Mr. Greer expressed concern that there are over 50 lights out, throughout the property. There are 8 lights out in the elevator. Discussion ensued regarding landscape lighting, ways to possibly address the repairs, landscapers working with low voltage lighting versus an electrician, solar lighting versus hard-wired lighting, etc...
- A question was posed regarding donation of items. A picture of the item should be submitted to the Board for consideration.
- Janitorial issues – management has requested a copy of contract
- Reminder – front door is not to be used for contractors or moving.
- Expressed appreciation to Mary Ewers for flowers.
- Consider a gazebo or common area feature in long-term planning. A comment was made that this has been considered previously and the primary reason for not doing so is that no unit owner wants this feature located outside of their unit.
- Porches (open or enclosed) are Limited Common Elements – unit owner responsibility.
- Landscape lighting – owner volunteered to assist with repairing.

JoLynn Draper would like the Board to make sure the asphalt repairs are included in the plan. This is the area in front of the building, as you go down to the circle. Overlayment was not a successful option for the neighboring community. It has broken up. She believes this needs to be in the 5-year plan.

VI. EXECUTIVE SESSION

There was no need for an Executive Session.

VII. DATE, TIME & LOCATION OF NEXT MEETING

The next Board meeting will be the annual meeting, which will be held on Wednesday July 20th at 10:30 AM at the South County Library.

VIII. ADJOURNMENT

The meeting was adjourned at 12:07 PM.