



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

January 17, 2024
Brambleton Center

Pending Review/Approval at Next Board Meeting

Board Members Present:	Bob Powers	President	2026
	Bob Kaplan	Vice President	2024
	Lori Baker	Secretary/Treasurer	2025
Board Members Absent:	None		
Others Present:	Chrissy Greene	V.P. of Association Management	
	Cheryl Borek	Unit Owner	
	Linda Garrett	Unit Owner	
	Gregg and Donna Hardee	Unit Owners	
	Annette Hornbeck	Unit Owner	
	John and Robyn Sieg	Unit Owners	
	David Thurlow	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 Brambleton Center. The meeting was called to order at 10:40 AM.

II. 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.

David Thurlow stated that the annual meeting should be held in January and February, not October. It would give the owners an opportunity to review the prior year's financials. Vice President Kaplan and Association Manager Greene responded that the same is true for owners having the opportunity to review the financials at the January meeting, since that is being done today. Mr. Thurlow stated that he would like for the association to 1. Run the association in accordance with Bylaws, 2. Run the association in accordance with the statute of Virginia and 3. Run the association according to normal business practices. Discussion ensued regarding pros and cons of holding the meeting in the first part of the year versus the end of the year. After discussion that evolved into the discussion of the website, financials and minutes, it was determined by a straw vote to revisit this issue in one year.

III. READING OF THE MINUTES FROM PREVIOUS MEETING

A motion was made (Powers) and seconded (Kaplan) to waive the reading of the July 19, 2023 board meeting minutes and October 18, 2023 organizational meeting minutes and accept them as written. Motion passed unanimously.

IV. FINANCIAL REPORTS

The financials through December 2023 were reviewed.

Account balances as of 12/31/23 are:

Operating	\$ 23,343.54
Operating Reserve	\$ 61,485.29
Capital Reserve	<u>\$177,706.60</u>
Total Combined Assets:	\$262,535.43

A one-time transfer of approximately \$15,000 was made from Operating to Operating Reserve at the end of December. This leaves approximately one and one half month's dues in the Operating Account in the event that it is needed. \$72,000 has come out of Capital Reserves A motion was made (Baker) and seconded (Kaplan) to accept the financials as presented through December. Motion passed unanimously.

V. BUSINESS

Exterior Maintenance/Leaks – there are still 2 sides that still need to be completed. One is a small side, one is a triangle side and then there were 6 units on the roof. Of those, 3 have been fully completed and one has already been started. This leaves just over 2 areas on the roof that still need to be done as part of the final phase of the exterior leak project. Also, since that time, there are big wooden sections over the open porches on the front and back that were not included and need to be incorporated into the project. It is anticipated that the full completion of all work should be take approximately 2 months, weather permitting. President Powers does not anticipate the cost of the remaining work to warrant an additional special assessment.

Owner Cheryl Borek inquired about how repairs are reported, so that they are addressed. She stated that there are areas that need attention, such as some peeling wallpaper, delamination of the front door, the metal stairs are peeling on the underside, etc... It was suggested that the front door can be repaired with sanding and staining. Owners are asked to report any issue that they see to management. Vice President Kaplan stated that he would serve as liaison for collecting any reports from owners and submitting them to the Board or management, as appropriate.

Garage Leaks – no change – the ceiling will be repaired as soon as Avis is available to do this work, which is likely to occur this Winter. A minor leak occurred again recently, but this was after an extraordinarily unusual rainfall and it was the first leak that has occurred in years.

Exhaust Fans – the four exhaust fans run interchangeably. Three have been replaced. One of the new fans is louder than the others, so they alternate the ones in use periodically.

Garage Lighting – there are about 28 lights left to be converted. This is still in process.

Water Pipe Burst/Leak Damages – all leak repairs have been completed.

Elevator – the new ceiling light grid has been installed. The mechanical components of the elevator stay tabled until the exterior work is completed and the association determines where it stands financially. Owner Borek asked if the elevator could be renovated. Owner Gregg Hardee stated that the brass can be polished out on a car with a machine, so it should be able to be buffed out. This will be added to the list being compiled and shared with Vice President Kaplan for the Board's review.

Front Walkways – this remains tabled. However, the temporary repairs were completed to address safety concerns.

VI. NEW BUSINESS

Insurance – the previous insurance carrier has dropped the association from coverage. The agent has been working aggressively to find another carrier. There are several factors involved in the inability to secure coverage. Several carriers have changed their standards on which policies they will write, for example: some carriers will no longer insure condo buildings 2 stories or higher and some will no longer insure condo buildings 3 stories or higher. This is a very hard insurance market, with some carriers pulling out of markets completely.

The agent for the association is not tied to one insurance carrier, so they have been shopping the policy to all available providers. Five providers have declined so far. There is one provider still considering writing the policy. Management will follow up with the agent for the status.

Grounds Committee – the Committee has done a significant amount of research on the work to be done and how to water and maintain the sod (on the North side of the building). This will eliminate the area that is currently being mulched, so that should be a cost savings to the association. Phase I of the Committee's plans will be implemented, weather permitting. Phase II will be implemented in February, also weather permitting.

Exterior Changes – discussion occurred regarding changes that have been made to the exterior that are not consistent with the original landscaping or architectural design. For example, removal of trees.

VII. EXECUTIVE SESSION

There was no need for an Executive Session.

VIII. DATE, TIME & LOCATION OF NEXT MEETING

The next Board meeting will be held on Wednesday April 17th at 10:30 AM at the South County Library.

IX. ADJOURNMENT

The meeting was adjourned at 12:01 PM.