

## The Chateaux, A Condominium

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Board of Directors Meeting  
Wednesday, February 21, 2024  
Chateaux Community Building

### APPROVED MINUTES

#### Attendance:

On behalf of the BoD:

- Dick Martin
- Sandra Hastings
- Phyllis Savoy
- Jason Trask

On behalf of Property Management:

- Larry Gilbert (Sequoia Management)

10 homeowners/residents present.

#### Call to Order

Dick Martin, BOD President called the meeting to order at 6:30 pm.

#### Open forum

- Phyllis proposed inviting the Mason District representative to a meeting.
- **Unit Light fixtures:** Property Management has determined there is nothing in the bylaws restricting replacement of light fixtures inside the units.
- **Plants:** Owner of Unit 330 requested permission to place potted plants (typically on balcony) in the common courtyard space for sunlight. All agreed as long as kept neat.
- **Trash:** Dumping of inappropriate items in the recycling and trash bins. BOD suggested posting notices on both bins as what is acceptable. Noted that clothing, furniture, etc. are not allowed in either bin; plastic bags containing recycled items should be emptied in the recycling bin and the plastic bag placed in the trash bin. Residents are responsible for the cost of discarding large/unacceptable items.

#### Approval of Minutes

The January 17, 2024, minutes were motioned by Sandi to approve, seconded by Phyllis, and all agreed to accept the amended minutes.

- Amendment: Under Open Forum re daily maintenance under NAC Service Agreement Unit 230 should be Unit 231.

## Reports:

### ▪ **Finances:**

- Draft audit for 2021&2022 from Goldklang Group submitted for approval – Lilla and Phyllis have reviewed/approved. Sequoia to send Dick efile for signature then final report will be generated.
- Sandy Springs Money Market amount exceeds FDIC insured level and lower interest value. Sequoia to email rate sheet to Board members to decide amount and where to move monies – still pending.
- BOD questioned high water costs for January. Sequoia to look at cost history.
- Sequoia working to separate NAC maintenance and repair costs on monthly financial summary.

## Unfinished Business:

- **NAC – HVAC:** NAC was requested to clarify the maintenance proposal for the schedule and process for each asset; the service agreement is being reworked by John (NAC).
  - Additional details are requested re the backup cooling tower parts that NAC recommended be purchased; can any be salvaged from a failing tower as a new tower is in storage for installation.
- **Insurance renewal submitted by Travelers** – Policy is renewed. Still awaiting possible other bids and working issues identified by the insurance company. Premium was somewhat reduced due to response on hazards.
- **Sidewalk repairs (risk assessment):** Proposal to repair trip hazards (sidewalks and curbs) submitted by Precision Safe Sidewalks. Property Management to acquire additional bids for repairs plus possible repairs of concrete steps and landing in front of clubhouse – still pending. BOD questioned if sidewalk repair on Patrick Henry Dr side was included in quote as that should be Fairfax County responsibility – Sequoia to confirm.
- **Plumbing HVAC rooms (risk assessment):** Replacement of piping systems throughout buildings/units is extremely high (proposed by NAC) and not possible within budget. Revisit doing only in HVAC rooms.
- **Garage door Building 5:** Slats still to be replaced due to damage – residents to be notified when scheduled.
- **Gas Piping Protection (risk assessment):** PCM proposal for installation of concrete-filled steel pipe (bollard installation) around gas line/pipes adjacent to Bldg 2 garage accepted; all agreed and Dick signed proposal.
- **Door intercoms not functioning:** Still pending - problems identified as wiring (Verizon) issue. Property Management to investigate further; perhaps consider wireless system so the buildings do not need to be rewired.
- **Roofing bids Bldgs. 1 & 4:** Bids pending.

## New Business:

- None + No sales in January

**Executive section**

The Board went into executive session at 7:20 pm. There were no actions to vote on and the Board came out of executive session at 7:40 pm.

**Adjournment of meeting**

Meeting was adjourned at 7:42 pm. The next meeting will occur on March 20, 2024.