

## The Chateaux, A Condominium

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Board of Directors Meeting  
Wednesday, January 17, 2024  
Chateaux Community Building

### APPROVED MINUTES

#### Attendance:

On behalf of the BoD:

- Sandra Hastings
- Phyllis Savoy
- Lilla N. Kiss
- Jason Trask

On behalf of Property Management:

- Larry Gilbert (Sequoia Management)

On behalf of homeowners: apts 127, 222, 231, 530, 620 and 623 present.

#### Call to Order

Sandra Hastings, BOD Vice-President called the meeting to order at 6:30 pm.

#### Open forum

- Clarification re daily maintenance under NAC Service Agreement proposal and Ed's duties: Owner Apt 231 asked about Ed's duties and NAC duties regarding daily maintenance.
  - Board confirms that there is no "daily maintenance" but that Ed can assist with simple activities. NAC contract states can provide training to on site maintenance. Property Management to clarify with NAC re proposal wording.
- **Closet lights:** Owner of Apt 222 wants to change closet light but noted that Bylaws have restrictions on changing lights in dining area, does this apply to closet lights.
  - Property Management to check if that is actually in Bylaws if so Board will need to change that in consensus, considering common sense and agrees owners should be able to change light fixtures.
- Owner Apt 127 brought up concerns about the contractors having her keys for 4 days, and asked for changing the apt keys and locks, the cost is 170 USD.
  - Jason made the motion, Phyllis seconded, and all approved association paying for changing the unit locks.
- **Electrical problem in building 1 and 2:** Kitchen lights (Units 123 and 127 as well as building Units 230 and 222) are blinking and do not provide same level of power. As

well the old electricity wires do not deliver enough electricity, multiple major appliances should not run on a single line. A building electrical examination has been performed and all buildings passed. Owners should have their units checked by their electrician and if determined a result of building electrical should submit written evidence to the Board for consideration.

- **Electrical issue in closet for Apt 127.**
  - Ed to check it out this upcoming Friday.
- **Trash bag in garage:** Owner Apt 623 raises concerns about trash bags left in garage (in a parking space).
  - Board asked owner to take pictures and send to Property Management.
- **Code of Conduct and noise issues:** Apt 623 brings up issues with owners and renters conduct and what rules apply. Excessive noise from the apartment above (633); appears the tenant has a gym, dropping equipment.
  - Property Management to notify owner of Apt 633 of excessive noise.
- **Loud balcony doors:** Apt 623 as well as 236 brought up issues of noisy balcony doors likely due to the wheels. Doors were installed in 2010.
  - Board contacted Window Man (who installed doors) and is waiting for guidance on track maintenance and possible wheel replacement due to age of the doors.

### Approval of Minutes

The November 15, 2023 minutes were motioned by Sandi to approve, seconded by Phyllis, and all agreed to accept the amended minutes.

- Amendment 1.: Minutes of November 15<sup>th</sup> meeting “*Owner Unit 127 stated that the stored key was given to the contractor by Ed – contractor gave back later to owner when she came home days later, the contractors used her bathroom and kept the key with themselves for days without permission. One of her closet lights does not work anymore that used to work before. The key should have been given back to Ed or Ed should have opened the door for them and then closed it when they left; Sequoia to discuss with ED.*” Correcting the minutes of November 15 stating Ed gave the keys to contractor, correctly Ed gave the keys to Lisa and Lisa gave it to the contractor.
- Amendment 2.: The meeting is on January 17<sup>th</sup>, not 18<sup>th</sup>.

### **Reports:**

- **Finances:**
  - Draft audit for 2021&2022 from Goldklang Group submitted for approval – defer for signature until Feb meeting. Lilla and Phyllis to review submitted draft audit.
  - Sandy Springs Money Market amount exceeds FDIC insured level. Property Management to email rate sheet to Board members to decide amount and where to move monies. Vote will be made via email.
  - BOD requested that Sequoia separate NAC maintenance and repair costs on monthly financial summary.

- **Snow contract:** Carbide provided services for recent snow. An owner called Property Management citing that part of the sidewalk was not cleared in front of Bldg 2 – Property Management contacted Carbide and they responded quickly correcting the issue.

#### **Unfinished Business:**

- **NAC – HVAC:**
  - An inventory list of existing spare parts/components has been provided to Property Management.
  - Board is moving forward with the NAC HVAC maintenance contract and Property Management has requested that NAC billings be specified as part of the maintenance contract or repair calls/services.
  - NAC has recommended purchase of spare chiller parts which have a long lead time for delivery. Property Management to investigate further if any of these parts are recoverable from a failed chiller. Board postpones signing the proposal for spare parts until the February meeting.
  - NAC has agreed to store the new chiller until needed at no cost.

#### **New Business:**

- **Insurance renewal submitted by Travelers** - Due to large premium cost increase, additional bids have been sent out to other companies by Property Management. Needs to be determined by end of current policy.
- **Hazard assessment** (identified by insurance): Proposal to repair trip hazards (sidewalks and curbs) submitted by Precision Safe Sidewalks. Property Management to acquire additional bids for sidewalk/curb repairs and possible repair of concrete steps and landing in front of clubhouse. Board defers decision until Feb meeting.
- **Plumbing HVAC rooms** (identified by insurance): Property management to get quotes for replacement of plumbing in HVAC rooms.
- **Garage door Building 5:** Someone hit the garage door of building 5 and damaged door. Proposal to repair submitted by Overhead Door
  - Sandi made motion to accept, Phyllis seconded, and all agreed to accept bid.
  - Board investigating security/camera systems for garages.
- **Apt 426 using handicapped parking space;** occupant is using owner's expired handicap tag; however, is not handicapped. Concern is that the space is needed for truly handicapped tenants.
  - Property Manager to send notice.
- **Apt 217 empty alcoholic beverages on balcony** (right next to entrance).
  - Board member agrees to ask tenant to remove them or can send picture to Property Management to resolve.
- **Door intercoms not functioning** – For access owners should provide their phone number for set up with Ed. Previously, problems identified as wiring (Verizon) issue. Property Management to investigate further; perhaps consider wireless system, so the buildings do not need to be rewired.

**Executive section**

The Board went into executive session at 8:10 pm. There were no actions to vote on and the Board came out of executive session at 8:17 pm.

**Adjournment of meeting**

Meeting was adjourned at 8:20 pm. The next meeting will occur on February 21, 2024.