

Meeting of Chateau Acadian Board of Directors

SRG Office

Saturday, April 27, 2013

8 A.M.

Present: Dennis Minchow and Sandy Sales attended the meeting in person. Russ Bean and Ed Eitzen attended via telephone. Representing SRG were Kevin Lovett, Peter Schutz, Deb Borel and site manager, Bernie Romero.
The meeting was called to order at 8:00 A.M. A quorum was present

Owners Forum: Notice of the meeting was posted on the website; no owners, other than Board members, were present.

Minutes: The minutes of the January 19, 2013 Board meeting were reviewed. Russ made a motion to approve the minutes as presented. Sandy seconded and with all in favor, the motion carried.

Financial Report: Kevin summarized the financial report as follows:
Financial Report as of March 2013 close
March 31, 2013 close financials report that Chateau Acadian has \$12,044.91 in Operating and \$60,036.99 in the Reserve Account

March 31, 2013 P & L states actual expenditures of \$27,722.32 vs. budgeted expenditures of \$25,472.00 resulting in an overage of \$2,250.32.

Kevin explained the reason for the overage. Insurance is \$3,673.75 over budget due to the change of budgeting practice. Before 2013, a monthly expense was logged for insurance as well as a "pre-paid" insurance line item logged on the balance sheet. The "actual" monetary one time payment is still made, in April, to the insurance company (so the actual cash paid has not changed). Beginning in 2013 and forward, the insurance payment is budgeted as a one time expense in April. Chateau Acadian fiscal year runs from January through December, however, the insurance year runs from April through March. For 2013, as this is the year the insurance expense "accounting" has changed, Chateau Acadian show \$0 budgeted for January, February and March, but the "2012-2013 insurance fiscal" is still in effect accounting wise through March 2013, so the P & L still shows these "expenses". For April close financials, Chateau Acadian will see the "actual" insurance premium payment offsetting the April insurance premium budget. Chateau Acadian will close this current fiscal year "over budget" in insurance as this is a correction year. For future years, this will not be an issue.

The Security Fire and Safety account is also over budget due to the rewire of indicator lights, fireplace inspection and cleaning and annual test and inspection. This is a report from a request from last meeting and the expenses were incurred in 2012. This year because of a power outage, the hard-wired smoke alarms needed to be repaired totaling \$250.00

All 2013 routine reserve contributions have been made.

The Board approved the financials as presented.

**Manager's
Report:**

Kevin presented the following managing agents report:

Complete Items

- Routine upkeep and maintenance
- Deep Freeze checks
- Long-term tenants contacted regarding proper use of common elements
- Removed interest income off of reserve study spreadsheet
- Added third recycle bin
- Owners lounge fireplace chimney leak was repaired. SRG is monitoring.
- New hot tub cover installed.

Report Items

- Insurance Renewal
 - 2012 premium with Farmers was \$14,691 for the base policy and \$161 for the \$5M liability umbrella for a total of \$14,852
 - 2013 premium renewal from Farmers is \$14,411 for the base policy and \$170 for the \$5M liability umbrella for a total of \$14,581
 - Chateau Acadian has \$17,974 budgeted for insurance in 2013 so the renewal is less than the budget.

Pending Items

- Heat tape turn off
- Spring Clean Up
- Irrigation Start up
- Aerate this year

Old Business: The Rice Ditch Association was discussed. Dan Meyers, the Rice Ditch coordinator is stepping down from his duties. It is unknown who will assume his duties. The board discussed researching how using the water from the Rice Ditch for irrigation water. SRG will talk to Greenscapes and Hilco to see if there is a way to take the water from the ditch and use it for irrigation. Russ does not want to be a part of Rice Ditch, so does not want to use the water. SRG will not pursue the water from the Rice Ditch for irrigation water.

Ratify Board

Actions via Email: Insurance Renewal

- Ed made a motion to ratify the motion via email approving Farmers for the 2013-2014 insurance renewal. Russ seconded and the motion carried.

New Business: 2013 Projects

- Painting the parking lot side of building decks – SRG will walk the property with Summit Color Service, the lowest bidder, to ensure that expectations of the scope or work will be met; if so, they will be hired for the job. SRG will send notices out to owners when the painting date has been scheduled. Access to units will be thru the lobby to their units while painting is being completed and decks are drying.
- Asphalt crack seal, seal coat and restripe – Bids are pending – The board decided to do the crack seal this summer. The board will look at the asphalt to determine if a complete seal coat needs to be done this year. SRG can do the crack seal and touch up the striping if the seal coat is deemed not necessary. If the board thinks the parking lot needs to be seal coated, that will be done too.
- Long Term Rentals –Rentals will be discussed at the annual meeting. A suggestion was made to increase owner dues for the time their units are used for rentals to

compensate for additional wear and tear on the complex from the heavy renter usage. Parking and abuse of the hot tub area are the main two concerns. Russ suggested a "common facilities charge" billed to owners during the rental period of their unit. "Unit Rentals, Common Facilities Charge" will be placed on the annual owner meeting agenda.

- Landscape plans 2013
 - Start up
 - Maintenance
 - Board will let SRG know if there are extra landscaping items that need to be done.
 - SRG and board will determine if areas of the complex could go to Xeroscape.
 - Flower planting day – June 8, 2013 at 10:00 am
- Annual Meeting
 - Saturday, July 13, 2013 at 2:30 pm
 - Meeting notice to be sent on June 13, 2013
 - Owner picnic to follow
 - Jim is up for re-election
 - Rental Common Facility charge will be added to the agenda and the cover letter.
 - Board approved the notice to be sent out
 - Board will meet before the annual meeting

Next Meeting Date/ Adjournment

The next meeting will be held Saturday, July 13, 2013 at 1:00 pm before the annual meeting. The annual flower planting day will be June 8, 2013 at 10:00 am.

With no further business, Dennis moved to adjourn the meeting at at 9:02 A.M. Sandy seconded and with all in favor, the motion carried.

Approved By: _____
Board Member Signature

Date: _____