

# Chambertin Townhouse Association, Inc.

---

## Board of Directors Meeting Minutes

November 14, 2017

A meeting of the Chambertin Townhouse Association Board of Directors was held on Thursday, November 14, 2017 at 11 a.m. via teleconference.

1. **Roll Call/Establish Quorum.** The meeting was called to order at 11:15 a.m. Directors in attendance were Joe Green, Dave Sargent, Nelson Mozia, Joel Kosowski and Audrey DiScasiao. Eileen Jacobs of Mountain Caretaker, Inc. was absent.
2. **Owner Comments.** There were no owners in attendance to offer comment.
3. **Approval of Minutes.** Upon motion duly made and seconded, the minutes of the November 3, 2016 meeting were approved unanimously.
4. **Financial Report.**
  - a) **2017 Year End Projections.** Management presented the year end projections for 2017, noting that a surplus of approximately \$4,500 is anticipated. Owners will be asked to approve rolling any accumulated surplus into the reserve fund at year end.
  - b) **2018 Budget.** Next the Board reviewed the proposed 2018 budget noting that overall operating expenditures are anticipated to remain the same. The capital improvement schedule was also reviewed. Management was asked to add \$5,000 for touch up painting in 2018 as there are areas where the paint is peeling. The reserve assessment will remain the same in 2018 and a special assessment of \$4,000 per unit will be billed in quarterly installments. The special assessment is to help build the fund in anticipation of the asphalt replacement.

Upon motion duly made and seconded, the Board unanimously approved the budget as proposed.
5. **Other Business**
  - a) **Landscaping.** Management is getting a proposal for a Xeriscape design.
  - b) **Parking.** Joe Green is still exploring the feasibility of adding additional parking spaces to allow for 24 designated spaces plus some guest/overflow parking. Dave Sargent is investigating solar coils for the asphalt to help alleviate the ice.
  - c) **Annual Meeting.** The annual meeting will be held on December 7<sup>th</sup> 2017. Notice will be sent along with the approved budget to all owners pursuant to the Bylaws.

## Chambertin Townhouse Association, Inc.

---

6. **Adjournment.** There being no further business to come before the Board, the meeting adjourned at 11:45 a.m.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: \_\_\_\_\_  
Eileen Jacobs