



# Chateau Chaparral Owners Association

10795 CR 197-A  
Nathrop, CO 81236  
(719) 395-8282



## Board Members

President – Ben Althoff #153, 163, 221  
Vice President – Jody Juneau #96, 228, 229, 119  
Secretary – Kay Jenkins #40, 244, 246  
At Large – Pete Neff #99

## Board Members

At Large – Jim Schmidt #30, 54  
At Large – Bobby Gulley #251  
At Large – Jack Couch #228

Our Maxim: Each owner should endeavor to promote the common good and strive to assist CCOA towards improvement.

## Board of Directors Minutes of Regular Meeting June 14, 2024, 1:30 pm

### CALL TO ORDER

President Ben Althoff called the meeting to order at 1:31 p.m.

### ROLL CALL

Board members in attendance:

Ben Althoff- President  
 Jody Juneau- Vice President  
 Kay Jenkins - Secretary  
 Pete Neff - At Large  
 Jim Schmidt - At Large  
 Bobby Gulley - At Large  
 Jack Couch - At Large

Also attending as the Treasurer/Office Manager, Denise Knapp, Lot 46, and Colee Kindall, CCOA Manager.

### APPROVAL OF MINUTES

MOTION by Jody: Move that the board shall approve the minutes of the April 18, 2024, meeting. Seconded and passed.

### FINANCIAL REPORT

Denise Knapp gave the Treasurer's report as follows:

Treasurer's Report Notes June 13, 2024  
Arrears Accounts as of June 13, 2024:

3 delinquent accounts  
 2 payment plans in place  
 Bank Account Balances (as of June 12, 2024)

- o Money Market \$ 87,200.57
- o General Fund \$ 131,108.74
- o Sewer/Construction Account \$ 134,008.44
- o Debt Service Reserve \$ 79,242.50
- o Asset Replacement \$ 47,663.00
- o Kitchen/Social \$ 2,197.54
- o Contingency Funds \$ 113,268.80

Transfer of Funds:

Funds will be transferred from the Asset Replacement Fund to the Sewer Account to cover the cost of replacing the SBR mixer shaft. Only \$2,000 was budgeted for general sewer repairs (broken/clogged lines, etc.). Total repair including parts came to \$12,300.

Update on Lot #210: Disbursement of the funds from the March 6th sheriff's sale is still pending. A check was mailed to Altitude Law on May 16th. Once Altitude handles the releases and satisfaction documents, CCOA will receive the funds. Request permission to contact Altitude Law to request settlement before the end of the month so that everything can be updated by the end of the 2nd quarter. Permission was given by the board.

Update on Treasurer Transition: Jennifer Doucet has taken possession of the treasurer's computer and the majority of responsibilities except for signing checks. The change in signatories should be complete by the end of next week. Denise will continue to be available for consultation.

Finance Committee: Reminder to submit requests no later than tomorrow, June 15th.

Manager's Report:

Colee Kindall gave the Manager's Report as follows: We have replaced hydrant #13 and valve 6. One winter water installation of the two who were cited is pending. Washer #2 is not working. The repairman is coming. The board needs to decide whether to repair or replace the broken washer. The ice machine is still broken. It is under warranty. The company can find no one locally to repair it so they are sending a new one.

An owner has donated several tools for the shop which owners can borrow. A list will be in the newsletter. The newsletter should come out next week. The roll-off will arrive on

June 21 and stay one week. Please be careful that you don't put items that are not allowed. The roll-off will be under camera surveillance and if we are charged for items not allowed this will be charged to the offending owners. Compliance inspections will occur approximately July 9.

## NEW BUSINESS

1. The Finance Committee will meet the week of June 24th. Items submitted to the Finance Committee for consideration for inclusion into the 2025 budget were reviewed.
2. MOTION by Jim: Move to designate Ben Althoff and Jennifer Doucet as signatories on all Chateau Chaparral bank accounts and remove Denise Knapp. Seconded and passed without dissent.
3. MOTION by Jody: Move to approve changes to Article V, 7 of the Bylaws to include the following:

### ARTICLE V OFFICERS

7. TREASURER – The treasurer shall have responsibility for Association funds and shall be responsible for ~~keeping~~ **monitoring** full and accurate accounts of all receipts and disbursements in books belonging to the Association **and for holding the Association's accounting firm accountable for all entries in the Association's books**. He/She shall be responsible for the deposit of all monies and other valuable effects in the name and to the credit of the Association in such depositories as may from time to time be designated by the Board of Managers.

#### A. WITHDRAWAL OF FUNDS

- i. Withdrawal of funds **for daily operational expenses** ~~shall~~ **may** be made with checks or a credit/debit card. **The treasurer will send requests for those purchases to be** approved by two (2) Officers **twice a month**, or
- ii. Withdrawal of funds shall be made by the Treasurer with an invoice approved with a written signature by another Board Officer, or
- iii. Immediate payment requests for invoices require written approval of the invoice by the Treasurer and one (1) other Board Officer, at which time the withdrawal by check can be made. Invoices may be e-mailed, faxed, or hand-carried for second authorization. Seconded and passed without dissent.

4. MOTION by Jim: Move to approve Megan Holcomb and Don Henning to the Finance Committee. Seconded and passed without dissent.
5. MOTION by Jody: Move to approve a 14% salary increase for the park manager. Seconded and passed without dissent.

6. MOTION by Bobby: Move to approve a \$1 per hour increase for cleaning personnel. Seconded and passed without dissent.

7. MOTION by Jody: Move to approve a 10% increase for maintenance personnel. Seconded and passed without dissent.

8. MOTION by Jim: Move that the board shall approve \$2,550 for the purchase of a riding lawnmower. Seconded and passed without dissent.

9. MOTION by Jody: Move to change Article VII, 4 from the Bylaws since it is no longer valid per our attorney, striking ~~“subject to the requirements for amendment in Article 1, Section 4 of the Bylaws.”~~ Seconded and passed without dissent.

10. MOTION by Jody: Move to change Article X of the Bylaws since it is no longer valid per our attorney, by striking ~~“subject to the requirements for amendment in Article 1, Section 4 of the Bylaws.”~~ Seconded and passed without dissent.

11. MOTION by Jody: Move to approve changes to Article IV, 3, D, since it is no longer valid per our attorney, striking ~~“as determined by majority of the votes cast by the Owners as provided in Article II, Section 1,”~~ Seconded and passed without dissent.

12. MOTION by Jody: Move to amend changes to Article IV, 1, A of the Bylaws to eliminate board member term limits, striking ~~“and may serve two (2) consecutive terms. After a period of two (2) years of not serving on the Board, a previous member may run again for a seat on the Board.”~~ Seconded and passed without dissent.

13. MOTION by Bobby: Move that the board shall approve the CCOA Building Requirements Document. Seconded and passed without dissent.

14. MOTION by Bobby: Move to accept changes to the Architectural Codes. (See attached changes). Seconded and passed without dissent.

DISCUSSION/QUESTIONS - Each resident present may express their concerns for up to three (3) minutes. A member of the board may give a brief response. Speakers must observe proper behavior and rules of decorum.

An owner questioned if the pay raises given to employees were a recurring yearly thing. The board answered no, these raises are only for this year. Every year they will be given performance reviews and evaluated. An owner questioned why we needed a riding

lawnmower. CCOA owns many common areas, alleys, walkways, and roadways and all must have the grass cut.

NEXT MEETING DATE. The next monthly Board meeting is scheduled for June 27, 2024, at 1 p.m.

Adjournment: There being no further business to discuss, Ben Althoff adjourned the meeting at 4:10 p.m.

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

\_\_\_\_\_  
Jody Juneau, Vice President

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Date