




# CHATEAU CHAPARRAL GENERAL MEMBERSHIP MEETING

JULY 1, 2023

- 
- **Call to Order**
  - **Appoint Sergeant at Arms**
  - **Pledge of Allegiance**
  - **Moment of Remembrance**
  - **Roll Call**
  - **Verify Quorum**
  - **New Member Recognition**

# Special Guest



**Dark Skies**

**Michael Kunkel**

**Presentation (15 minutes)**

# HOME OWNER FORUM

- **Questions, Comments, Concerns** - Each resident who signed up to speak 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.

# APPROVAL OF MINUTES

- **Approval of May 27, 2023, General Membership Meeting Minutes**

# Treasurer's Report - Pete

## Arrears Accounts as of July 1, 2023:

- 1 → account turned over to the CCOA attorney for collection
- 0 → unpaid fines
- 2 → payment plans in place & 1 awaiting signatures
- 2 → past due assessments
- 1 → late fees and/or special postage fees

## Bank Account Balances (as of June 30, 2023)

Money Market	\$ 86,544.64
General Fund	\$ 138,619.63
Sewer/Construction Account	\$ 112,455.67
Debt Service Reserve	\$ 77,920.50
Asset Replacement	\$ 43,330.00
Kitchen/Social	\$ 2,415.65
Contingency Funds	\$ 64,549.00

Foreclosure lawsuit was filed June 10 and respondent has until July 3 to respond. If no response, a default judgment will be filed.

# Manager's Report

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Thank you to our great team of employees!

Derek Diedrich – CCOA Water Operator

David Knapp – CCOA Maintenance

Denise Knapp – Treasurer & Colee's backup (October)

Tikhon Jeffreys – CCOA Maintenance

Esther Jeffreys – CCOA Cleaning

# Thank you to our great volunteers!

Barbara Edwards (elections, building and grounds)

Hank the Tank (road maintenance)

Building and Grounds Committee & volunteers (so much thanks!)

Danny Saxon – for making & fixing the CCOA sign at CR 197A

Grant & Karen Goler (opens the lodge on weekends in summer)

Pete Neff (closes the lodge every day, board member, treasurer)

Ian Howarth (shop grounds cleanup)

Denise Knapp (helps us with too much to list)

Jerri Munson (social committee and arc com help)

The Board of Managers - each one has something special to offer our community. We need to be thankful for our volunteers.



# Manager's Report

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## Projects Completed:

- Painted WY BH
- Bridge Updated lateral beams & planks

## Volunteers needed for future projects:

September 2023 – Lodge Painting

Bridge plank replacement this winter

# Manager's Report (cont.)



WY Bathhouse Painting Day!

Thank you Mark & Martha Gallagher, Steve, Mary,  
& Tikhon!

# Manager's Report (cont.)



Firewise Team  
Picture

Carol Farren should've been in this picture!

Josh Kuehn, Colee Kindall, Jody Juneau, Jeff Chaffer

# Manager's Report (cont.)

## □ **Ice Machine**

- All that previous owners have helped with in the past, thank you! We have had professional assessment. It is not repairable.

- Management has requested budget for a new machine. Board of managers will be discussing options in the next work session meeting.

## □ **Swamp Cooler**

- Special part is on order.

# Manager's Report (cont.)

- **24/7 Lodge Access Door**
  - Please pull the door tight when leaving
- **Security update**
  - Lodge Trash, Laundry Room, Rear Lodge, Office
- **Pending cameras with wifii for:**
  - Shop, Illinois BH, OR BH, Sewer Station, Pump House
  - Requires wifi for installation
  - No cloud storage costs

# Manager's Report (cont.)

## Winter Water

- Reason for requested change
- Forms online: Utility App, County Plumbers Permit (Chaffee County Website), CCOA Inspection before trench closed, and lastly, CCOA permit is then stored in each lot owners file.
- A picture is required before trench is filled. (State requires for lead detection)
- Inspection is done by Derek, Water Technician or Manager. Images will be attached to each application

# Manager's Report

**2<sup>nd</sup> RV Parking** (overflow vs. visitors staying in a 2<sup>nd</sup> RV on your lot, meant for visitors staying on your lot)

- ▣ Form online

## Visitors

- ▣ Lot owners are to keep the blue visitor parking tags in their homes to loan out to visitors and keep in unit.

## Lodge Overflow Parking

- ▣ Form online

# Manager's Report

## Winter Water

- What it will change for owners
  - ▣ New winter water installation requirements (all online)
- WW valves that have not been exercised may not open or close
  - ▣ Solution = Ball valve under your living unit.
- Ball valves may be the most reliable valve and are commonly used for main water shut offs. Similar to gate valves, ball valves should be all the way open to allow the full flow of water or all the way closed to restrict all water from flowing.



# Manager's Report (cont.)

## **Lead/Copper Detection**

- ❑ Colorado State Lead/Copper Detection Report due by 2024
- ❑ Detection for every Lot is due by 9/2024
  - ❑ Water Tech & Manager will be working on this beginning July 2023.
  - ❑ Required to take a picture of the water service line from underground to the living unit.
  - ❑ How you can help us with this

# Manager's Report (cont.)

## □ Auto Restart Programming

We are in process of scheduling a technical support meeting with the pump company to see if our system can be programmed to auto restart. Pete will be working on this.

## □ Sewer Station Cover

- ▣ Engineering Estimates have been received.
- ▣ Next step, acquire bids for construction of the building
- ▣ Memberships' review and vote
- ▣ Preliminary engineering and processing can take 6 months

# BEST PRACTICES TO MAINTAIN A HEALTHY SEWER SYSTEM

<b>GOOD SEWER SYSTEM PRACTICES</b>	<b>DO NOT FLUSH</b>
<b>Use Single-Ply Toilet Tissue</b>	<b>Feminine Hygiene Products</b>
<b>If RV toilet, flush a gallon of water after each use.</b>	<b>Wet Wipes</b>
	<b>Cigarette Butts</b>
	<b>Paper Towels</b>
	<b>Napkins</b>
	<b>Birth Control</b>
	<b>Oil or Hot Grease</b>

# Manager's Report

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**Firecamp Day** for community cleanup on **July 15<sup>th</sup>**.

**Chaffee Chips** for slash mitigation cleanup on **July 19<sup>th</sup>**.

# CHAFFEE CHIPS PROGRAM DATES

□ **When: Wednesday, July 19th**

Time: 8:00 AM

*Date you must have your lot debris collected and placed on your lot by:*

□ **Tuesday, July 18th, 2023**

# Chaffee Chips (cont.)

- **You must register your lot's slash pile no later than Sunday, July 16<sup>th</sup>. IF you can't do it, please email or call the office.**

**<https://envisionchaffeecounty.org/chaffee-chips/>**

- They are currently having technical issues. Please try to register your lot next week.

# Compliance

- ❑ **Compliance can be processed at any time & has been done over the years. Forms online and by office.**
  - ❑ **Please review the rules and regulations**
  - ❑ **105 Warning letters mailed on June 17, 2023**
  - ❑ **Re inspection on July 18<sup>th</sup>, 2023**
  - ❑ **63 letters were mailed for Fire Mitigation**
  - ❑ **If cured, please email lot pictures to [ccoassn@gmail.com](mailto:ccoassn@gmail.com)**
  - ❑ **Each month lot is not cured, fines apply**
  - ❑ **After 120 days, if lot isn't cured, legal action**
  - ❑ **Winter project – trial of compliance software application**

# New Business

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## Road Maintenance

- Thank you Hank the Tank for fixing half of our roads!
- One more truck load for the east side of the park is coming before the end of summer

## 2 new committee members

- Martha Gallagher: Building and Grounds
- Troy Brown: Architectural Committee



# Committee Reports

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- Architectural – Oso

# Capital Expenditures – Marilyn



# Challenges of our Aging Water System

**Water infrastructure is over 50 years old**

**WELL: South well production is greatly diminished and is not sufficient if the north well goes down.**

**TANKS: Water tanks are inspected for delamination.**

**GALVANIZED WATER LINES: EPA requires removal of galvanized pipe.**

# The Sewer System – 5 years old

**SEWER COVER Sewer system meets basic standards**

**Cold weather prevents the digester from working.**

**Requirements by the State of Colorado are being increased with additional testing, monitoring, chemical treatments, filters and staff certification.**

# Budget Challenges at Chateau



**Dramatically increased building costs and contractor labor**

**Ongoing increases in inflation impacting gas, electric, wages, chemicals, maintenance, equipment, etc.**

**Lack of owner willingness to financially support future aging infrastructure needs**

# **Without Capital Improvements Funding what did the Board and Staff Accomplish?**

- Learn about that status of equipment and infrastructure**
- Evaluate Priorities**
- Obtain Bids**
- Document Challenges for Owners to Understand**
- Investigate Grants and Loans**

**What is our plan for correction in  
3 to 5 years?**



**How much does the association need  
in reserves?**

**Invest time in grants or 2.75% loans**

# Estimated Infrastructure Costs

- **Cover for the Sewer Plant (SBR cover -1,400 square feet) \$140,000 - \$250,000 Estimate.**
- **2018 water tank evaluation documented cost to replace two water tanks was \$100,000.**
- **Under study: Use Epoxy temporarily for the areas of delaminating on the two 8,000 gallon water tanks.**
- **Under study: Replace Galvanized Water Pipes, complete Washington Street project if grant funding is available \$80,000 to \$100,000.**
- **3-5 years replace galvanized water pipes throughout Chateau per EPA. Unknown but updating the water map. Estimated 15 streets like Washington or \$1,500,000.**
- **Drill a new well \$50,000. \$100 per foot for the first 100 feet and \$80/foot beyond 100 feet. Plus pump estimated at \$5,000 plus hook up to the water system \$5,000.**
- **Hired employees. Raised the salary for the part-time Water/Sewer Technician to be competitive in the valley.**
- **Paid \$86,800 in 2022 for salaries, insurance and employment taxes. These are the experienced staff that identify needs, costs and priorities.**



# Building & Grounds – Carol

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- Clean Up Day
- Recent Projects
- Firewise USA
- Fire Camp July 15
- Chaffee Chips July 19

# Bylaws Committee Report

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- Ellie Reiser

# Social Committee Report - Jody

- Tuesday - Happy Hour at 4 pm changed to Lot 89 or Gazebo
  - Wednesday - Pot Luck 5 pm Social Hour, 6 pm eat., then Games at 7pm in the lodge
  - Saturday - Bingo 7 pm in the lodge
  - Third Sunday of each month in rear of Lodge
    - ▣ Bonfire, Smores & Music by Bobby (7/16 & 8/20)
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- BBQ and Music - Saturday, July 1, 1 pm to 4 pm, Jamie will play music at the Lodge
  - BBQ and Music - Saturday, September 2, 1 pm to 4 pm, Matthew Lanning will play music at the Lodge

# Finance Committee Report - Denise

## **The Finance Committee met Friday, June 30th**

- Revised line items to align with accounting categories
- Preliminary budget projections for 2024 considering the information on the
- following slides.
- Next meeting TBA

# Finance Committee Report (cont.)

## **GENERAL INCREASES:**

- Insurance: 27% increase over the last 3 years
- Propane: 40% increase over the last 3 years
- Trash removal: 17% increase over the last 3 years
- Water Testing: 40% increase over the last 3 years

# Finance Committee Report (cont.)

## **GENERAL INCREASES (cont.):**

- Sludge Removal: 24% increase over the last 3 years
- Cost/load: 2020 = \$325; 2021 = \$350; 2022 = \$400; 2023 = \$425
- Loads/year: 2020 = 13; 2021 = 12; 2022 = 22; 2023 = 9 (1/2 year)

# Finance Committee Report

## **GENERAL INCREASES (cont.):**

- Payroll & associated taxes: to be determined
- Administrative/tech support:
  - Upgrades are needed
- Most support to applications (Microsoft, QuickBooks, etc.) are now annual subscriptions

# Finance Committee Report (cont.)

## **INFRASTRUCTURE** (to name a few):

- New EPA regulations concerning water are forcing CCOA to study and complete needed upgrades in the water system to remain compliant over the next few years.
- The south well no longer produces near capacity and cannot provide a sufficient supply should the north well go down.
- The SBR does not operate efficiently during the winter months causing additional costs for maintenance and sludge removal. Additional EPA requirements regarding wastewater will also impact the operational expenses over the coming years.
- Buildings need repairs



# Elections/Nominations Committee

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- Barbara Edwards

# Reminders

## Lot Rentals & Guests

- Owner must fill out paper work & submit to office **3 days in advance of arrival**
- Architectural Committee approval is needed for unit placement on lot for renters and owners.

# Reminders (cont'.)

- Pets must be under control by means of a leash or fence at all times. Warning letter is first, thereafter there is a fine of \$100.00 per occurrence. 5 warning letters and 1 fine since January 2023.
  - ▣ Remember to pick up after your pets.
- Speed Limit 10 MPH
- Golf Carts:
  - ▣ Unlicensed drivers are not to operate golf carts, ATVs, motorbikes, electric bikes and traveling devices or any other motorized vehicle unless accompanied in/on the vehicle by an adult.

# Reminders (cont.)

- Please don't forget to pick up your reflective lot sign
- Lots with reflective signs in the office.

203	37	253
204	169	171
205	92	93
206	129	
207	186	

# General Questions



# Adjournment - Closing Comments

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- Return name tags
- Please recycle any unwanted paper in the box provided.
- Help setting the Lodge tables & chairs back up for the BBQ & Bingo will be appreciated.

# President's Message

