



Chateau De Ville Condominiums

2021 Annual Members Meeting Agenda

NOTICE IS HERBY GIVEN, in accordance with the Bylaws of the Association and Florida's Condominium Act, that the Annual meeting of the members will be held at the following date, time and place:

Date: December 10, 2020
Time: 5:30 p.m.
Place: Meeting will be held via Zoom.
Meeting ID: 492 478 8288
Password: Meeting
Join Zoom Meeting
<https://us02web.zoom.us/j/4924788288>

Agenda:

- I. Calling the meeting to order
- II. Calling of the Roll
- III. Certifying Proxies
- IV. Proof of Notice of Meeting or waiver of notice
- V. Reading and Disposal of any unapproved minutes
 - a. 9.30.2020 B.O.D Monthly Meeting Minutes
 - b. 10.16.2020 Annual Budget Meeting Minutes
 - c. 1.22.2020 Annual Members Meeting Minutes
- VI. Review and Approval of 2020 November Financials
- VII. Election of Board Members: If we have received the same number of candidate nomination forms for the Board, as there are positions available on the Board, the Florida Statutes state that the candidates are automatically elected. Management did not receive any candidate sheets by the cutoff date therefore, it will not be necessary to have an election at the meeting.

Board Members are as follows:

President, Randy Miller

Vice-President, TJ Lewis

Treasurer, Mara Elliott Taylor

Secretary, Mary Freidin

Board Member at Large, Linda Williams

VIII. Adjournment



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BOARD MEETING MINUTES

Due to the current circumstances surrounding COVID-19, meetings will be held by Zoom Conferencing until further notice.

Date: September 30, 2020

Time: Immediately following the Budget Workshop

Place: Meeting will be held via Zoom Conferencing.

Meeting ID: 492 478 8288

Password: Meeting

Link: [https://us02web.zoom.us/j/4924788288?pwd=RzFKMURKcUFa](https://us02web.zoom.us/j/4924788288?pwd=RzFKMURKcUFaQXFMcCsvQWRORk40dz09)

[QXFMcCsvQWRORk40dz09](https://us02web.zoom.us/j/4924788288?pwd=RzFKMURKcUFaQXFMcCsvQWRORk40dz09)

Agenda:

- I. Call to Order: Meeting was called to order at 6:21 PM
- II. Calling of the Roll: *Board Members*: Randy Miller, Mara Taylor, Linda Williams, TJ Lewis.
Members in Attendance: Kay Linton (139), Kirill Bune (222), Beatriz Bofil (202) *Management*: Patricia Swain, Kyle Rowell, Tiziana Marquez
- III. Review and Approval of 7.15.2020 Meeting Minutes: TJ Lewis motioned to approve 7.15.2020 Meeting Minutes. Mara Taylor 2nd motion. Motion carries without objection, 4-0.
- IV. Review and Approval of 2020 3rd Quarter Financials: TJ Lewis motioned to approve 3rd Quarter Financials. Linda Williams 2nd motion. Motion carries without objection, 4-0.
- V. Old Business
 - a. *Status regarding lawsuit with Tadlock Roofing*: Management reported that Tadlock Insurance came out and did an inspection. Management will follow up.
 - b. *Status: Leak related to 107 and 207*: The plumbing from upstairs unit of 207 caused property damage to unit 107. Management noted there were several issues of mold in the entire of unit all in different areas along with flooding. Water extraction and mold remediation had to be completed. The Association is responsible for the drywall. The drywall in the unit had to be replaced in unit 207 in multiple areas including ceiling. The Associations attorney was consulted through the entire the process.
- VI. New Business

Capital Association Management
Patricia Swain, CAM & Kyle Rowell, CPA
850.544.2793



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- a. Status of 2018 Insurance Claim: Insurance adjuster and inspector were on site to assess the roofs for the insurance claim from 2018.
 - b. Relocation of Main Water Meter of Chateau De' Ville: Main water meter located on the corner of High Road needs to be relocated due to the property being potentially sold. Plumbing vendor has contacted the City of Tallahassee that a water meter already existing closer to Chateau De Ville can be used. TJ Lewis did note that after reviewing the condominium documents it indicates that Chateau De Ville owns a second phase of land. Management explained that the developer transferred title back to himself as second phase was abandoned.
- VII. Adjournment: TJ Lewis motioned to adjourn meeting at 6:54 PM



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ANNUAL BUDGET MEETING MINUTES

NOTICE IS HEREBY GIVEN, in accordance with the bylaws of the Association and Florida's Condominium Act, which the Board of Administration of the Association will consider the adoption of the budget for the coming fiscal year of the Condominium and Condominium Association at the following date, time and place:

Date: October 16, 2020

Time: 5:30 p.m.

Place: Meeting will be held via Zoom

Meeting ID: 492 478 8288

Password: Meeting

Link: <https://us02web.zoom.us/j/4924788288?pwd=RzFKMURKcUFaQXFmcC5vQWRORk40dz09>

Agenda

- 1) Call to Order: Meeting was called to order at 5:35 PM by Randy Miller
- 2) Calling of the Roll: **Board Members**: Randy Miller, TJ Lewis, Mara Taylor, Mary Freidin, Linda Williams. **Membership**: Beatriz Bofill (202), Ashlyn Burr (140), Kirill Bune (222).
Management: Patricia Swain, Kyle Rowell, Tiziana Marquez
- 3) Review and Approval of 2021 Annual Budget: Linda Williams motioned to approve the increase of the monthly HOA dues to \$215 per month for the 2021 fiscal year. Mara Taylor 2nd motion. Motion carries without objection, 5-0.
- 4) Adjournment: TJ Lewis motioned to adjourn meeting at 5:48 PM.



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2020 Annual Members Meeting Minutes

NOTICE IS HERBY GIVEN, in accordance with the Bylaws of the Association and Florida's Condominium Act, that the Annual meeting of the members will be held at the following date, time and place:

Date: January 22, 2020

Time: 5:30 p.m.

Place: Chateau De Ville Club House
2020 Continental Ave.
Tallahassee, Florida 32304.

Agenda:

1. **Calling the meeting to order:** Meeting was called to order at 5:34 PM by Randy Miller
2. **Calling of roll and certifying proxies:** In attendance: Randy Miller, Mary Freidin, Kay Linton, Linda Williams (By Phone), TJ Lewis (arrived at 5:56 PM), Beatriz Bofill (Unit 202-By Phone).
3. **Proof of notice of meeting or waiver of notice:** Board members verified notification of meeting.
4. **Reading and Disposal of any unapproved minutes:** Kay Linton motioned to approve 2020 Budget Meeting Minutes. Mary Friedin 2nd motion.
5. **Election of Board Members:** If we have received the same number of candidate nomination forms for the Board, as there are positions available on the Board, the Florida Statutes state that the candidates are automatically elected. Management did not receive any candidate sheets by the cutoff date therefore, it will not be necessary to have an election at the meeting.

Board Members are as follows:

President, Randy Miller
Vice-President, TJ Lewis
Treasurer, Mara Elliott Taylor
Secretary, Mary Freidin
Board Member at Large, Linda Williams

Managed by
Capital Association Management
Patricia Swain, CAM
850.251.0427



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6. Reports of Officers

- a. **Presidents Report:** Management noted that Tadlock roofing has not been responsive. DJ Fredericks is in litigation with Tadlock Roofing to get insurance information. Management noted that new roofer was found that also has public adjuster as partner. They will review insurance documentation and prior claims to see if they can potentially be opened.
- b. **Financial Report:** Management presented 2019 Financials. Management presented that at the time only 7 owners had not paid the special assessment of \$200. Management noted that balance sheet shows significant increase to reserves. TJ Lewis pointed out that YTD Actuals for line item of "Maintenance and Utilities" seemed higher than budgeted. Management clarified it was due to unexpected leaks and roof issues. TJ Lewis motioned to approve 2019 Financials. Kay Linton 2nd motion.

7. New Business

- a. **Liability Insurance:** The cost of the liability insurance went down and deductibles had risen.

8. Adjournment: Meeting was adjourned at 6:32 PM