

Chateau Dijon News

Chateau Dijon Townhomes Owners Association



A Message from the Board of Directors

The Board welcomes our two newest members, Patricia Cowley as our Secretary and Seabrook Jones as our Vice President. The community thanks them for their interest in serving on the Board.

We encourage the community to participate in our monthly regular board meetings and to stay informed with current projects that are taking place. If you are unable to attend, the minutes and financial reports are emailed monthly.

The Board has diligently implemented technology, empowering our HOA to operate more efficiently, maintain effective oversight, and better serve the community. We are transitioning to a cloud-based Quickbooks financial management system next month that will enable real-time access for our bookkeeping staff and facilitate oversight by the Board. We have implemented ClickMaint maintenance software to optimize effective maintenance management, track work orders, and allow owners to submit common area work orders on-line. We implemented Stratustime, a cloud-based software, that acts as a digital time clock system to streamline time management, improve labor cost control, and generate accurate payroll data.

Your input is important to us, but we also need your assistance. There are two members that no longer reside in Chateau Dijon, but still own units and have continued to serve. Their positions are Treasurer and Member at Large. The board's qualifications are: Record owner and a resident in good standing. The treasurer position can seem overwhelming, but Dolores is here to help during the transition process. Financial reports are created by QuickBooks, and the Treasurer reviews them monthly for accuracy.

Board members are a crucial part of our community, and we encourage those that are interested to reach out to us at Board@chateau-dijon.com.

The Board of Directors



Laura Schneider, Board President



Dr. Seabrook Jones, Vice President



Dolores Villarreal, Treasurer



Trisha Cowley, Secretary



Joanie Brooks, Member at Large



From the Office

Dear Chateau Dijon Community,

Fresh air, warmer weather and blooming flowers. What's not to love about spring!

With Spring right around the corner, we would like to share some exciting news:

- Our Year In Review 2024 presentation is now available and has been sent via email.
- Our new Chateau Dijon Flyer is available and has been sent via email.
 - Trash & Recycle Pick Up is Monday, Wednesday and Friday.
- Pool Cleaning is currently 3 times until we get to the summer months.

Reminders:

- A spring AC check-up is recommended. Have your vendor sign in at the office.
 - Pour some vinegar (at least one cup) down their AC drain line periodically to clean them out of any gunk that can obstruct the line, potentially causing a flood in your unit.
- Please continue to place your work orders online – find out more with this newsletter.

A lot is being accomplished this year, and I look forward to seeing what the future holds and achieving our goals on property.

With Gratitude, Simone Perry
Association Manager



From left to right:
Jorge Gonzalez
Maintenance
Juan Alejandro
Maintenance Supervisor
Margie Ochoa
Housekeeping
Simone Perry
Association Manager
Natalie Salazar
Bookkeeping
Joel St.Pierre
Landscaping





Chateau Dijon Projects:

The Board of Directors and team of Chateau Dijon are working hard on maintaining and updating our amenities:

- *Google Fiber Internet:* Starting March 3, 2025, Google Fiber Internet will be installed throughout the property. The project will take approximately 5 weeks. Homeowners will then be able to sign up with Google Fiber internet through a representative. Stay tuned for more updates on this project.
- *Pedestrian & Dog Run Locks:* The Association replaced the locks at all three pedestrian gates and at the dog run. The new code is available at the office.
- *Tennis Court Lock:* The Association is in the process of replacing the lock at the Tennis Court. Once the work is completed the new code will be available at the office.
- *Power washing:* Staff continue to power wash sidewalks, parking areas and walkways throughout the property.
- *Updated Bookkeeping System:* The Association will switch to a different bookkeeping system on March 14. Therefore, all charges processed on the 15th will be already processed on March 12. Any questions? Please contact the office.
- *Painting throughout the Property:* During Spring and early Summer our staff will paint several areas throughout the property.
- *New Elevator Signs:* To ensure proper labeling the Board has decided to change the elevator labeling from regular numbers (1-4) to 7709 North, 7709 South, 7711 and 7707. New signage will be installed.



Important Dates & Information:

- The next Regular Board Meeting will be on remote on March 25, 2025, at 6:30PM.
- The agenda including call-in information will be sent to all owners via email the day prior to the meeting.
- The next scheduled water shut off dates are March 12 & March 26, 2025, between 10AM and 2PM. If you have a plumber scheduled, please inform the office.
- We offer Pest Control for your Unit: Beeline, the Associations pest control vendor, is treating the common areas every 2nd and 4th Wednesday of the month. You can call the office to schedule a treatment for the inside of your unit. The cost of \$27.06 will be billed to your account.
 - The next common area pest control dates are March 12 & March 26, 2025.
 - Contractor/Vendor Hours:
Contractors and vendors may only perform work from 8:00 a.m. to 6 p.m. on Monday - Friday and 9:00 a.m. to 4:00 p.m. on Saturdays. No work may be performed on Sundays.



Chateau Dijon Work Order System

Submitting A Work Order

Chateau-Dijon Townhomes Request Portal

Please take a moment to fill out the request form with as much detail as possible. This will help us address your needs swiftly and efficiently.

Instructions:

Request Details

Upload images or files by drag and drop or [click to upload](#)

Title *
Short description

Description *
Provide more details about the issue

Location *
Start Typing

Contact Information

☒ Receive Notifications on Updates

First Name *
First Name

Last Name *
Last Name

Phone
+1

Email *
Email

The work orders are for repairs at your unit at *common areas/responsibilities* such as:

- screen repair & replacements
- front door maintenance & repair
- window maintenance & repair
- glass sliding door maintenance & repair
- patio fence maintenance & repair
- outside siding maintenance & repair

Here's how to place a work order online:

<https://chateau-dijon.com/work-order.html>

1. Click the yellow "Submit a Work Order" button below.
2. Fill out the required fields and submit the form.
3. We will notify you when the work order is accepted and completed.





SAPD Officer M. Blanquiz serving our Chateau Community



Crime Prevention Tips

The Association met with SAPD Officer M. Blanquiz for crime prevention tips.

Please remember the following:

- Regularly check your mailbox for mail and packages.
- **Do Not** keep any valuables in your vehicle regardless of small or big in size or value.
- Always keep your vehicle locked and your alarm on.
- Remove any deliveries/packages from your front door or porch upon delivery.
- Keep bicycles and motorcycles locked and chained properly.
- Be aware of your surroundings.

[If You See Something, Say Something! Contact 911 or non-emergency SAPD at 210-207-7273](#)

General Security:

- a. Be aware of surroundings and report suspicious individuals and vehicles to law enforcement.
- b. Make eye contact and walk with a confident attitude.
- c. Limit use of cellphone/texting while walking to and from parking garage.
- d. Notify maintenance of lights that are out, signage that needs replacing.

Important Phone Numbers:

Emergency: 911

Non-Emergency SAPD: 210-207-7273