

**Charter Town Homes Condo Association**  
**Board of Director Meeting - October 1, 2020**  
**Minutes of Meeting**

Meeting called to order at 5:00 PM

Roll Call: Ed Oddo, Sam Macleod, Barbara Holmes, Carolyn Oddo and Amy Kennison present.

❖ **Approval of Meeting Minutes, 7/29/2020**

Motion to approved, seconded. Passed 4-0

❖ **Open Session**

Owner Abby Myers, #19, attended the meeting. Topics brought to the meeting surrounded the landscaping of the property. ie: mulch/trees/limb trimming/ground cover. The Board's response to this topic was that all suggestions are noted and will be considered in the spring 2021. However, there will be some tree trimming work done prior to snowfall.

Abby also passed on that she has had great success with Thumbtack when securing contractors.

❖ **Old Business**

**-Pest Control.** The bee/wasp spraying was successful. We are good for the season and will keep an eye out in the spring. The mice sightings have been taken care of- isolated incident.

**-Unit 5 Insurance Claim.** The Association has received the initial settlement for the claim filed using the Master policy. The treasurer/bookkeeper will payout funds as repairs are done within the unit.

❖ **New Business**

**-Insurance Policy Updates.** The Master Policy renewal is due the end of October. The deductible has been revised to \$5,000 (from \$2,500). This does not have a negative effect the annual premium. Amy to send a note out to the Owners informing of this change and suggesting they review their own individual insurance coverage for their property. In addition, the Board also approved adding an addendum of coverage onto the policy for Workers Compensation. This will protect the Association for any unexpected situations for the small premium of \$450/year. Motion to approve, seconded. Passed 4-0

**-Landscaping Permissions/Approval.** The Board officially approved all the landscaping improvements the Sam and Susan Macleod have made to the property this summer season. They are also approved to continue maintaining and beautifying the property going forward. Motion to approve, seconded. Passed 3-0-1

**-Welcome Packet.** Carolyn and Amy provided historical documents to start putting together a welcome packet for new residents to our community. More updates coming.

**-Website Creation.** The Board has approved the creation of an Association website. Amy will set it up for a one-year trial. We will re-evaluate next year. Motion to approve, seconded. Passed 4-0

**-Walk Around To Do List.** As a team we reviewed the document. The "low hanging fruit" items will be addressed asap. Most items have been identified as a "spring" project. The larger tasks (ie: steps, trees, paving) will take more planning and require the Board to put projects out to bid and review. More to come, again- most action to be determined in the spring. (see attached for reference)

**-Possible Yard Sale.** Amy will call the Town to confirm what is needed, or not to hold a yard sale. Once determined, we will set a date and send a note out to the Community.

❖ **Financial Update.**

-Maggie and Carolyn are making great strides in organizing the information handed off to us from CP Management.

Current Operating Account Balance: \$10,023

Current Reserve Fund: \$92,068

Next Meeting: TBD

Motion made, seconded and approved to adjourn meeting at 5:57 pm.