

Charter Town Homes Condo Association
Board of Director Meeting – October 30, 2021
Minutes of Meeting

Meeting called to order at 10:00 AM

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

Community Members present: Gail Werrbach

❖ **Approval of Meeting Minutes**

No meeting minutes to approve.

❖ **Open Session**

n/a

❖ **Old Business**

-Paving Project. Contractor will be confirming dates soon. Weather permitting, the plan is to begin sometime around November 15th. The side driveways are Phase 1. Owners in units #1 – #7 and #14 - #20 will be affected by this project for approximately 5 days. They will have no access in or out of their garage entrances. Front Street Towers has granted Charter Town Homes permission to park in their overflow parking during that time. A notice will go out to the Community ASAP and again as we confirm the actual dates of work.

-Step Replacement. Unit #3, #4 and #9 will receive new steps in the spring. The vendor is honoring the pricelist through 12/31/2021 so we will get that order in to maintain that lower price. Due to the current economic environment, it is inevitable that prices will increase. In the spring, the Board will request a revised quote for the remaining steps to be replaced and plan forward from there. *Motion to approve, seconded. Passed 5-0*

❖ **New Business**

-Snow Plowing. The Board has collected and reviewed bids from local contractors in the community and has accepted a bid for snow removal. *Motion to approve, seconded. Passed 5-0*

-Sewer Pump Maintenance. A service call was required in September. Maintenance/repair was completed.

-Foundation Leak, Unit #10. The Board received a quote to repair the foundation leak for Unit #10. We will request a line itemized version of the quote and approve the work to be done, not to exceed \$2,500. *Motion to approve, seconded. Passed 5-0*

-Miscellaneous Items Discussed.

- General Knowledge of the Board. The Board members agree that there needs to be a “go-to” document for vendors, contacts, maintenance closet access, recommended suppliers (garage doors, contractors, etc.), website admin access, etc. We will work on this.

❖ **Financial Update.**

- Taxes for last FY are complete and submitted.

- Challenges collecting the new annual fee amount and Special Assessment fees for FY 2021/22. Communication is being sent out to those Owners who need to be reminded.

- As expected, water & sewer rates have increased 13% from earlier this year.

Current (10/26) Reserve Fund: \$102,522

Next Meeting: November 30, 2021, 5:30, location TBD

Motion made, seconded, and approved, 5-0, to adjourn meeting at 11:15 AM