

Charter Town Homes Condo Association
Board of Director Meeting – December 1, 2021
Minutes of Meeting

Meeting called to order at 5:30 PM

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

Community Members present: Gail Werrbach, Caroline Dominguez

❖ **Approval of Meeting Minutes**

. *Motion to approve, seconded. Passed 4-0-1*

❖ **Open Session**

Unit Owner #3 brought to the Board's attention the damage (chewing) on the trim wood around garage doors. The Board noted that we are aware, and the task is on the list to address.

❖ **Old Business**

-Paving Project. Phase 1 of project is complete. As an FYI, the sprinkler hoses that ran on the garage side of Units 1-7 and 14-20 have been removed.

-Step Replacement. As a result of the Board Meeting on November 11, 2021. The Board approved to use funds from the Reserve Account to replace the remaining 7 sets of steps (along with the 3 sets approved previously). The decision to spend the money now is for cost savings over time since the vendor is honoring their quote if we committed by 12/31/2021. With all steps replaced, this will allow the next phase of paving (sidewalks) to be completed without having to disrupt later to replace steps.

Motion to approve, seconded. Passed 4-0-1 (11/11/21 meeting)

-Foundation Leak, Unit #10. This project has been pushed to the spring

❖ **New Business**

-Little Library Request. Unit 7 requested that we set up a Little Library box for the neighborhood. Request will be denied.

Motion to approve, seconded. Failed 5-0

-Future/Remaining work to be addressed. Roof/Gutter check; Mailbox structures. These and others will be discussed at the next Board meeting.

-Miscellaneous Items Discussed.

- Christmas lights will be displayed at the Gazebo. Lights will be removed no later than January 15th.

❖ **Financial Update.**

- 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.

Next Meeting: TBD

Motion made, seconded, and approved, 5-0, to adjourn meeting at 6:30 PM