

**Charter Town Homes Condo Association**  
**Board of Director Meeting – November 14, 2022**  
**Minutes of Meeting**

Meeting called to order at 5:15 PM

Roll Call: Ed Oddo, Maggie Bishop, Gail Werrbach, Tom Lavorgna Carolyn Oddo and Amy Kennison present.

Community Members present: Abby Ulfelder

❖ **Approval of Meeting Minutes, 7/5/2022**

. Motion to approve, seconded. Passed 3-0-2 (2 new board members, not present at last meeting)

❖ **Open Session**

- Unit 19 was present and informed the board that the renovations in her unit are complete.

❖ **Old Business**

-**Step Project.** Unit 5 step adjustment complete.

-**Paving Project.** Phase 2 paving complete. Phase 3 will be scheduled for mid/late 2023. The board agreed, the later the better.

-**Project work list.** There are several projects that have been completed but more to do. Specifically mentioned: Satellite Dish Removal, Outside Light Fixtures (walkway & individual units), power washing the Gazebo and the larger project of mailbox house repair (units 1-10). Board members will review the list further and bring feedback to the next board meeting.

-**Tree work.** Tree work in front of units 8 & 9 is complete. Stump will be ground asap. Tree trimming of other trees along fence line have also been trimmed back to raise the canopy and tend to areas of safety concern.

❖ **New Business**

-**Open garage doors & Rodents.** This was addressed at the Annual Meeting. Some owners continue to leave doors open. They will be fined accordingly.

-**Roof maintenance & Gutter Cleaning.** These projects have been completed.

-**Future work review.** The board will discuss further at the next board meeting.

-**Future work review.** The snow removal contract has been accepted and renewed for this winter season.

❖ **Financial Update.**

- Reserve Balance: \$36,000

- 3 units with balances due



**Next Meeting: TBD**

Motion made, seconded, and approved, 5-0, to adjourn meeting at 6:00 PM