

**Charter Town Homes Condo Association  
Board of Director Meeting**

**MINUTES**

**Thursday, March 2<sup>nd</sup>, 2023  
Unit 12, 5PM**

Meeting called to order at 5:02 PM

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

- Approval of **November 14, 2023** Meeting Minutes  
Motion to approve, seconded, Passed 5-0
- Old Business
  - Project Work List – The board reviewed the project work list. No changes were made at this time.
- New Business --- The Board discussed the definition of “Owner in Good Standing”. The definition is as follows: “An Owner in good standing is current in the payment of assessments and charges, and not in violation of any provision of the Declaration of Covenants, By-Laws, or Rules and Regulations of the Association; or of the Association; or of resolutions as adopted by the Board of Directors.” A motion was made to approve the inclusion of the definition of “Owner in Good Standing” into the Charter Townhomes Condominium Rules. The addition will be on page one immediately after the first paragraph. The motion was seconded and passed (5-0).
- New business:
  - *Repair foundation leak Unit 4*--- The Board continues to look for someone who can assess the leak and make repairs.
  - *Repair pole lights Units 11 thru 20*—The Board is aware that the pole lights for Unit 11-20 are not working. The sensors were checked but that did not fix the problem. We believe the problem may be the result of the paving project which could have disrupted the wiring. We will have an electrician look at it when the weather is better.

- *Review Future work Priorities & Spring Property Walk*: The Board will review future work to assess priorities after a mid-April walk around the property is scheduled
- *Snow Removal*: The Board discussed some concerns related to the snow removal service this winter. Concerns raised included delays in snow removal and driveways that were not completely cleared.
- *Self-governing or Management Company?* The board discussed the pros and cons of hiring a management company to assist with the responsibilities that are currently undertaken by the Board members. The Board will look into the costs associated with hiring a management company and get quotes. At the next meeting, the Board will review quotes and continue the discussion.
- Financial - Treasurers Report -
  - The Current Balance: Operating \$17,309; reserves: \$65,273
  - 3 past due accounts--- 1 unit is up to date now; 2 units are not up to date
- Next Meeting: April 20, 2023 – 5:15 PM at the Gazebo
- Closing/Adjournment: Motion made, seconded, and approved 5-0 to adjourn.