

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

Tuesday, July 11th, 2023

Gazebo, 5:00 PM

Executive Session may be called at any time at the discretion of the Board in accordance with RSA 356-B:37-d

In attendance: Ed Oddo, Amy Kennison, Gail Werrbach, Maggie Bishop, Teresa Cedrone, Christine Cedrone, Abby Ulfelder, Jim Werrbach, Barb Holmes, Paul Oakes - starting at 5:00 pm

- Approval of **June 14, 2023** Meeting Minutes --

Motion to approve, seconded, Passes 5-0

Open Session –

A Unit member attending the meeting raised two areas of questions: 1) When do owners typically receive financial statements and would it be possible to issue quarterly statements; and 2) Repair and landscaping issues – power washing of some units, fixing the front stairs gap in unit 8, and notifying the board of a broken sprinkler. With regard to question one, the board explained that on July 14th all Unit members would be receiving the year-to-date financials and the proposed next fiscal year budget as part of the package of materials sent to all owners in preparation for the Annual Meeting on August 5th. Since returning to an all-volunteer board two years ago, the board has tried to not place additional work on our volunteer bookkeeper, Carolyn Oddo who has provided free financial services for this community (e.g., bookkeeping, invoicing, preparing financial statements for new buyers and the accountant, etc.). The board explained that, following elections, the newly constituted board could elect to provide quarterly financial statements. The board addressed the question related to some specific repairs and landscaping under Old Business.

A Unit member raised concerns about the security of the Charter Townhome Gmail account especially as there might be sensitive financial and or personal information that should be protected. The board reported that only two board members (Gail Werrbach and Amy Kennison) have access to the password for this account. When sending emails to all of the Unit owners, we use the blind copy format so that personal emails remain private. Any other security would be provided as part of what google does towards protecting Gmail accounts. The Unit owner has professional expertise in this area and offered to provide recommendations to the board about maintaining security. This could include frequent changes of the password and multi-factor authentication. The board will pursue these ideas further.

A Unit member raised several concerns: 1) why the unit member's request for the August 2022 Annual Meeting minutes has not occurred; and 2) the composition of the nominating committee. The board provided an explanation related to the 2022 Annual Meeting minutes. The 2022 Annual Meeting minutes are distributed as part of the Annual Meeting package to Unit owners. The Unit Owners then have to approve the minutes at the August 5th Annual Meeting for them to become official record documents. The board suggested that, at the Annual Meeting, the Unit owners could decide to create a committee that would be authorized to review and approve the Annual Meeting minutes soon after the meeting, thus distributing them before the next Annual Meeting. The board provided an explanation of the Nominating Committee function. The Nominating Committee is merely a formality at the Annual Meeting in which the names of the Unit Owners who responded to the request for interest in serving on the board are presented.

Old Business ---

- The Board reported that the work for extending and completing the swale will be started next week.
- The Unit 8 owners reported that they have a date from the repair company for fixing the water and basement issues.
- There is another broken sprinkler. The Landscaping company will be notified and will fix this.
- The Unit owners attending the meeting presented several issues related to possible repairs and landscaping. The board explained that following the elections at the Annual Meeting, the newly constituted board can make decision about priorities for repair and landscaping for the year going forward.
 - There was a discussion about power washing units that have moss on the roofs.
 - There was a discussion about ways to close the gap on the top step of the Unit 8 stairs.
 - There was a discussion about replacing the outside unit light fixtures – some are in poor shape and they don't all match. There are 38 light fixtures across all 20 units.
 - The board was provided pictures of materials that were outside units: a dead plant, a mat, and a plastic bag.
 - The areas that had tree removals have not been reseeded (or turfed). What is the possibility for this to be done?

New Business

- The board reported that the Unit 15 owner is getting an estimate for repairs associated with the water coming into the unit basement.

Financial

- Treasurer's Report – The treasurer reported that the monthly HOA fee will remain at \$400. The third and final year of the paving project will occur next fiscal year. The Special Assessment fee will be \$132 a month or \$1,584 paid in total.

The board accepted the proposed 2023-2024 budget as written: 5-0-0

Closing/Adjournment --- adjourned at 6:10 PM