

# **CHARTER TOWN HOMES, A CONDOMINIUM ASSOCIATION**

## **ANNUAL MEETING - AUGUST 20, 2022**

Charter Town Homes Condo Association annual meeting was held at the Charter Town Homes gazebo. Meeting was called to order by President, Ed Oddo at 10:15am. A quorum was reached, 17 attendees/proxies, representing 85% of the Association Owners.

- A motion was made and seconded to approve the 2021 annual meeting notes. 2021 annual meeting minutes approved. (16-0-1)

### **REPORT OF THE BOARD**

The Annual Meeting started off with the President, Ed Oddo, stating that Charter Town Homes Association had a productive year two of self-management. The Board continues to support the Community to the best of our abilities. Below are a few points that we would like for all to keep in mind as we continue with self-management for another year.

- Cost of utilities and services have gone up as will be shown in the budget that follows. We have tried to keep costs down but as you know everything is going up around us. We ask you still to try and conserve as much water as possible and to make sure you have no leaky toilets or faucets.
- Rules Change. The condo document does not allow a business of any kind to list this address as the address of a business. Owners were advised to update their business addresses if applicable.
- New Contract for snow removal and landscaping this past year. Discussion regarding planting in common areas. All agreed that waiting until major outside projects are complete is the most efficient- hold on additional plantings.
- Projects completed this year: Paving, step replacement and tree work. These are the larger projects this year. Tree removal and trimming/raising the canopy of the trees will begin soon.
- Next year project plan: Replace heater in utility closets & replace shed over mailboxes unit 1-10.
- Being a good neighbor. We all live here, in a nice community, and want to remind Owners to continue to do your part in having respect for the community. Please remember that everyone (visitors and renters included) has access to the common areas and should be aware of and follow the rules of the Association.
- Communication within a self-managed community. It is so important for Owners to communicate any issues, concerns, questions to the Board. The best way to do that is to send an email to [chartertownhomes03833@gmail.com](mailto:chartertownhomes03833@gmail.com). The Board is a 100% volunteer Board, and we will do our best to address any concerns in a timely manner.

The Board will continue to plan and manage other property maintenance such as, landscaping, buildings upkeep, etc.

## **FINANCIAL REPORT:**

**The Condo Monthly Fee will increase to \$400 per month. Beginning in September 2022.**

**Special Assessment for 2022: \$142/month or full payment of \$1,704.**

The budget was presented and Unit Owners had the opportunity to voice questions on the budget and the Board answered the questions to the satisfaction of the Unit Owners. Payments are due on the 1<sup>st</sup> of each month. Please make timely delivery of your monthly payments. Being a volunteer, self-managed Association, timely payments will ensure the checks are deposited and bills will be paid in a timely manner. Collection of monthly fees pays the bills.

Payments can be delivered to the black drop-boxes at the mailboxes or can be mailed to:

Charter Town Homes  
30 Charter Street, #21  
Exeter, NH 03833

Maggie Bishop, Treasurer, works closely with Carolyn Oddo, who is approved by the Board to act as the Association Bookkeeper. Carolyn has the expertise, and an avid skill set that has been invaluable to the Board. The Board appreciates all the effort Carolyn has volunteered to support our community.

The current balance in the Reserve Account for the Association is \$40,074. This account has decreased this past year due to the major projects completed (\$20,000 used to offset owner contribution for Year 1 Paving and remaining step replacement). The Board will continue to review property needs and projects to ensure we are planning appropriately for the future.

Motion was made to pass the planned budget and approved. 17-0-0

## **BOARD ELECTIONS:**

Two board member terms are up this year- Barbara Holmes and Sam MacLeod. Both seats were available. One Unit owner voiced an interest in being on the board, however, that unit owner had previously spoken to the board about this interest and a detailed discussion about the need to be an owner in good standing ( An owner 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) was clarified and would prevent eligibility at this time. Should the owner disagree with this there could be an open discussion at this time. The unit owner abruptly left the meeting.

Three owners expressed interest in becoming board members. One owner did not meet the eligibility criteria for being an owner in good standing (being current on payments and assessments and not in violation of any provision of the Condominium Declaration, By-Laws, or Rules and Regulations of the Association). Tom Lavornga and Gail Werrbach were nominated and approved to join the board: 16-0-0.

Board Members are:

- Ed Oddo – President
- Tom Lavornga – Vice President
- Maggie Bishop – Treasurer
- Amy Kennison – Secretary
- Gail Werrbach – Member at Large

**OPEN SESSION:**

- Suggestion for a Block Party. Maryanne Lavourgna and Linda Marshall volunteered to lead.
- Town Trash/Recycle Update. More information will be sent out as the board receives updates regarding blue bags and recycling receptacles.
- New Condo Units being built down the hill. 11 units.
- Email Response Time. It was communicated out that the board does the best we can to respond to emails in as timely a manner as possible.
- Bobcat parking concerns during winter months. Discussed and confirmed that there isn't a better place for the equipment during the winter months.

**ADJOURNMENT:**

Motion made and seconded to adjourn meeting at 11:10am. Adjournment approved. 16-0-0