

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

**Tuesday, November 6, 2023
Exeter Library, 5:00 PM**

MINUTES

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

- Meeting called to order at 5:01 PM
- In attendance: Amy Kennison, Caroline Dominguez, Christine Cedrone, Gail Werrbach, Sam Macleod, Teresa Cedrone, Matt Griset, Jessica Kahagian
- Approval of August 31, 2023 Meeting Minutes – Motion to approve, seconded, Passes 5-0.
- Open Session --- A unit member attending the meeting raised two topics: 1) Meeting Minutes: Could the regular meeting minutes be approved more quickly than waiting until the next quarterly meeting? For example, is it possible for the Board to approve regular meeting minutes via email? The Board will investigate this request for approval of regular meeting minutes via email. What about the annual meeting minutes – could those be approved more quickly? The only way that the Annual Meeting minutes can be approved is by calling a meeting of all the owners, having a quorum of owners attending that meeting, and the majority voting to approve the Annual Meeting Minutes during that meeting. 2) Notification and Scheduling of Board Meetings: Could the Board plan for a specific meeting schedule? Could we put the meeting dates up on a calendar for owners? The Board agreed to look at the spring meeting schedule. Two owners raised concerns about the Phase 3 --- Bell and Flynn – scope of work - These concerns included: a) water flowing and icing over driveways on the Charter Street side and on units that do not get a lot of sun during the winter, b) were there ever working culverts in the driveways?, c). Will the paving project include a curb for the Unit 1-6 fire lane - we've had our third delivery truck go off the fire lane when turning around, and d). What is the amount of third coat paving (e.g. inches) expected for each driveway unit, and do some units need differing heights of paving? The Board will be in contact with Bell & Flynn prior to work beginning in the spring to discuss these issues. One unit member asked about repairing the large package mailboxes. Currently, the package mailboxes do not have locks and are unable to be used by the US Post Office for delivery of small to medium size packages. Would it possible to fix the boxes and get new keys?
- Follow-up to the August 31, 2023 Open Session:

- End of Road New Construction, Placement of the end of street mailboxes, and our Back fence:
The Board will wait until all the new condo construction is completed to address these issues. Specifically, we will contact the Town of Exeter to see if Charter Street will be fully paved – as compared to just leaving the remaining “strip of paving” down the middle of the street. We will check to see if the US Post Office approved the placement of the lower street mailboxes where they are currently located. Replacement of the back fence would be an expensive undertaking at this time. We will wait to see what the new condos will do in terms of fencing between the properties.
- Erosion Around the Swale: The erosion around the Swale seems to be self-corrected and occurred only because the condo construction had closed off the drainage for their own purposes during that last major rainstorm. The Board will continue to monitor.
- Old Business:
 - Hiring a Management Company: The Board voted 5-0 to not hire a management company for FY 23-24. We will remain self-governing at this time.
- New Business
 - Overview of Board Work Agenda to date: Vice-President, Christine Cedrone reported on the installation of new front lights for all the units. Garage side lights will be installed in the spring. In addition, the mailbox posts have been scraped of rust and repainted, the bushes have been trimmed, and there have been touch-up to garage door trims. Christine reported that the post office must fix and are the owners of the large package mailboxes. It would cost \$50 per lock for a total of \$200 to have new locks installed. The Board approved \$200 to replace the locks (5-0). Christine volunteered to scrape and prime the package boxes for units 11-20 as these boxes are in some disrepair.
 - Gutter Cleaning: The gutters were cleaned this month, especially units 2-10 which do not have leaf guards. Units 11-20 do have leaf guards. All the gutter extensions were also checked to be sure they are in working order. In the spring, the Board will walk the property with our gutter services to see if there is more that is needed in gutter extensions. There are water issues between Units 3 and 4 and Units 7 and 8.
 - Vendor update: Christine reported on our vendor bids for snowplowing. Eight companies were interviewed. Among the challenges – a) larger companies were very expensive, b) smaller companies had a budget in line with our needs but didn’t want to do stairways and walkways as it is time consuming and they don’t always have enough help, c) timing was also an issue for some companies that had already filled their quota of jobs. The Board approved (5-0) hiring Colonial to do the snowplowing this winter. We had a direct conversation about any problems from last year and believe this is our best option for the community. We will have a bobcat onsite for doing driveways and a dedicated person will manage the bobcat.
 - Irrigation Pipes: Christine worked with Carson Landscaping to ascertain whether there were any broken irrigation pipes causing the standing water that owners were finding. The irrigation system has been turned off and Carson states that the two broken irrigation pipes have been

fixed. Fall clean-up will occur before Thanksgiving. We continue to solicit bids for landscapers for FY 23-24.

- Holiday Decorations: Christine and Caroline volunteered to put holiday lights up on the gazebo.
- Holiday Gathering: A Holiday Gathering is scheduled for Friday, December 15th at 5PM at the Gazebo – Yes... dress warmly and we will also have a small, container fire as we did during COVID for the Halloween party.

Financial

- Treasurers Report: The Board approved working with a bookkeeper for setting up systems for keeping track of income and expenditures, help with taxes etc. The bookkeeper will act as a consultant as needed. Data entry will be completed by the Board. The Board approved this plan (5-0). Current operating Funds: \$ 24,016.66. Current Reserve Funds: \$81,320.27. The Next Board Meeting will be Monday, February 5, 2024 at 5 PM at the Exeter Town Library.

- Closing/Adjournment: 6:25 PM