

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

**Monday, February 5, 2024
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 5:02 PM
- In attendance: Amy Kennison, Caroline Dominguez, Christine Cedrone, Gail Werrbach, Sam Macleod, Teresa Cedrone, Matt Griset, Maggie Bishop, Carolyn Oddo, Ed Odd
- **OPEN SESSION:**
- A unit owner asked about the process by which the Board authorized approval of board meeting minutes via email. The Board responded that at the November 6, 2023 board meeting, there was a unanimous vote by the Board to approve board meeting minutes via email, thereby increasing the speed with which unit owners receive the minutes. The Board did not include this vote in the November 6, 2023 minutes that were distributed. Therefore, an addendum to the November 6, 2023 minutes will be distributed and added to the web site.
- **OLD BUSINESS:**
- New Condo Neighbor Updates: Chrissy Cedrone attended one of the recent open houses that were held at the new condos. She learned that there will be no new fence constructed. The landscaping will consist of hydroseed for any grass areas and some small bushes. The units will be utilizing trash pick-up through the town of Exeter.
- Erosion and Swale: During the recent significant rainfalls, the swales have had difficulty managing the amount of water. Unit 10, in particular, saw substantial water coming from the swale along with the runoff from the hill in front of units 15-20. The water is running well through the pipe and culvert near unit 6. However, several units have still seen water in their garage (unit 8), and large pooling of water in the driveway areas. Chrissy Cedrone began conversations with Bill from Bell and Flynn about the contouring of the pavement during the final, year three phase of the paving project. This should help with the pooling of water behind

garages. She will continue this conversation over the next month. Paving is not expected before the spring.

- Standing Water Issues Around Foundations: Gutter maintenance happened during the fall. The Board will continue to monitor foundation perimeters.
- Phase Three Paving: Chrissy Cedrone will be in contact with Bill from Bell and Flynn regarding the start of the paving later this spring.
- **NEW BUSINESS:**
- Overview of projects completed: There are no new updates since the November 2023 board meeting.
- Vendor Updates: Chrissy Cedrone has been in contact with possible vendors for landscaping service beginning in the spring. The vendors will be submitting detailed scope of work and costs.
- Spring Project Line-up: The Board will do a spring “walk-around” to see about any new priorities after winter is over. This will include a check to see if there is any damage to our irrigation system. In addition.....
- Backdoor Lights: The new back door lights will be put up in later spring. The Board will notify owners of when the new lights will be installed.
- Moss on unit roofs: Chrissy Cedrone is getting estimates from vendors about scope of work and costs for removal of moss on unit roofs.
- Shutters: Several units have broken shutters which need to be replaced. The Board will evaluate how many shutters (in addition to the broken shutters) should be replaced, costs, etc.
- **TREASURER’S REPORT:**
- All HOA and Special Assessment dues are up to date as of January 31, 2023. The current operating budget is \$17,973.36; Reserve Account Fund is: \$83,720.27
- **NEXT MEETING**: Tuesday, April 23, 2024 at 5 PM at the Gazebo (hopefully nice spring weather!). The Exeter Library room will be reserved in case of bad weather.
- **MEETING ADJOURNED**: 6:00PM