

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

ADDENDUM TO NOVEMBER 6, 2023 MINUTES

Discussion of Motion to Approve Board Meeting Minutes via E-mail: Board meeting minutes must be approved by a majority of the Board members prior to distribution to unit owners and posting of the minutes to the Charter Townhomes website. In the past, Board minutes were only approved in person at the next Board meeting. The Board typically meets only four times a year with three-month intervals between meetings. Thus, unit owners received the Board minutes about 3-4 months after the specific board meeting had taken place. Several unit owners have asked about the delivery of Board meeting minutes with less delay. The Board discussed the option of approving Board minutes via e-mail. Thus, unit owners would receive more timely distribution of the minutes. At the November 6, 2023, the Board voted (5-0) to begin approving Board Minutes via email so that distribution to unit owners could occur closer to the actual Board Meeting.