

**Charter Town Homes Condo Association
Board of Director Meeting
Monday, February 3, 2025
Unit 17, 30 Charter Street, Exeter**

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

- Call to Order at 5:30 PM
- Roll Call: Amy Kennison, Christine Cedrone, Gail Werrbach, Sam Macleod, Caroline Dominguez, Maggie Bishop
- Approval of November 18, 2024 Meeting Minutes: All approved
- Open Session---Maggie Bishop thanked VP Chrissy Cedrone for putting out salt buckets. There are more salt buckets if needed. All agreed that the Christmas lights looked great and thanked VP Chrissy Cedrone for setting up the lights.
- Old Business –
 - The Paving Project is completed. As of this meeting, we have not received an invoice from Bell and Flynn. VP Cedrone will continue to contact them to obtain an invoice.
- New Business
 - President Kennison described the Board’s current procedures for the Association Financial Recordkeeping. The Board began using Quickbooks for our financial and tax recordkeeping beginning in September 2024. President Kennison made a motion:
 - MOTION: To hire a bookkeeping expert to periodically help with Quickbooks and getting our Tax information together for our account. In particular, the bookkeeper will be able to balance our Quickbook accounts with our bank checking accounts. The charge would be \$40 a month. VOTE: All 5 Board members vote to approve.
- Financial

- Treasurer's Report as of January 31, 2025 -- \$12,181 – checking account; reserve account - \$99,800.27; Special assessment account: \$31,225.37
- Closing Adjournment