

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

Monday, May 19, 2025

5:30 PM - Gazebo

**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: 5:30 PM
- Roll Call: Maggie Bishop, Mandy Bailey, Ray Bailey, Matt Griset, Sam Macleod, Amy Kennison, Caroline Dominguez, Barbara Holmes, Gail Werrbach
- Approval of February 3, 2025 Meeting Minutes --- All approve (5 votes approve)
- Open Session-----
 - Maggie Bishop asked about getting one outside faucet on the front section (units 10- 13). It was difficult for her AC service person to clean her AC unit as the closest outside faucet is in front of Unit 18. The cleaning was important as the new mulch has landed into part of the AC unit and it was impossible to stretch the hose in order to clean the unit. The AC service person told her that current building codes require outside faucets on our units. **Motion:** To install an outside faucet in front of unit 10 and unit 18. All approved (5 votes approve). Jim Knight (Armour plumbing) installed the outside faucet near unit 18 and the board will contact him to install the new ones.
 - Matt Grisit raised an issue related to the storm water issue which we attempted to remediate with the rock swale. He described

RSA 231-75 Damages from grade or drainage change. This RSA states that the town is not allowed to alter drainage ways and cause damage to the surrounding property owners. Matt identified Catch Basin 179 as the Catch Basin impacting our property. The change in the Catch Basin 179 occurred when repaving was done on Charter St. and with the road raised, the Catch Basin is not draining the runoff, creating a situation where our fire lane/parking lots can have a lot of water flowing down and/or settling (especially at the end of the fire lane for units 14-15). Given how much the association has spent on trying to remediate this problem, he wonders if the association should inquire about further town remediation and/or compensation. We discussed looking at a timeline for the water problems and the creation of the rock swale. RSA 235-75:

<https://law.justia.com/codes/new-hampshire/title-xx/chapter-231/section-231-75/>

- Old Business –
 - The final paving project invoice was paid. The final year amount was \$34,709.91: \$31,215.37 was paid from the Special Assessment funds and \$3,535.54 was taken from the reserve funds in order to make up the difference.
- New Business
 - Wasp/Hornet Treatment—The wasp/hornet treatment was completed with all the dormers and gutters treated. Treatments are conducted in the spring and fall. Owners have noticed a significant reduction in wasp/hornets since the spring treatment was completed.
 - Landscaping Contract signed--- The Board signed a contract with Colonial Landscaping. They have begun the spring cleanup and

- several mowings. **Motion:** To hire Colonial Landscaping as the association landscaping company: All Approve (5 votes yes).
- Irrigation: Gail met with the irrigation person who checks our sprinkler heads and turns on the sprinkler system. He replaced several sprinkler heads. He described our irrigation system. The system was installed (at the time of construction) by a well known and respected irrigation specialist (now retired). However, since that time, he believes that the sprinkler head upkeep has been “piecemeal”. Some sprinkler heads are “rotor” types (which use much less water), and some are “sprayer” types (which use a lot more water). He has replaced any damaged heads with rotor types and recommends that we ultimately consider replacing any sprayer water heads with rotor heads. This would be a multi-year plan because of the number of sprinkler heads and cost involved. He also let us know that there are irrigation fittings/ connections (to the main water) which are not correct and raise possible safety concerns. **Motion:** 1) to have the irrigation fittings/connections in the utility closets brought up to code as soon as possible; and 2) Request from Colonial an estimate and timeline for updating our sprinkler heads. All approve (5 votes).
 - Portions of the fence along the fire lane (units 1-7) is held together with rope. **Motion:** To request an estimate from Colonial Landscaping for a minimal fix to the fence so that it can be more secure. All Approve (5 votes)
 - Budget Planning: The Board has been trying to schedule gutter work (Unit 10 gutter). Excessive water between units 2 and 3 continues to be an issue. The owners are unable to use their front doors when it rains. Also, there is some concern about how much water could get into Unit 2 AC unit. We will ask Unit 2 owners about raising the AC unit. However, we are also looking at how we can change the drainage in this area. Roofs: The roofs were replaced in 2008 following hail damage. We are looking at the long-term goal of roof replacement around year 25 and what would be the best way to accomplish this financially and with the least impact for owners. The Board was asked if there is a way

within association and state regulations and rules to earn more for our reserve account than the current minimal savings account yield. The Board will explore this question.

- Board membership update--- Christine Cedrone sold her unit in April and the Board needed to find a temporary replacement. The Board approved (4 votes) Barbara Hughes to be appointed as a temporary board member until elections at the Annual Meeting.
- Annual Meeting – Saturday, August 23, 2025 at 10:00 AM at the Gazebo
- Financial
 - Treasurer’s Report as of May 19, 2025: \$22,695.26 checking account; \$101,084.78 reserve account - \$ 10.00 Special assessment account. \$10.00 was left in the Special Assessment account to keep the account open.
- Closing Adjournment