

Charter Townhomes, A Condominium Association
Annual Meeting

August 23, 2025 at 10:00 AM
30 Charter Street, Exeter, NH 03833

Agenda
Owners Meeting

Charter Town Homes Condo Association annual meeting was held at the Charter Town Homes gazebo. Meeting was called to order by President, Amy Kennison at 10:02am. A quorum was reached, 11 attendees, 1 proxy, representing 60% of the Association Owners.

- A motion was made and seconded to approve the 2024 annual meeting notes. 2024 annual meeting minutes approved. (15-0-0)

Report of the Board

The Board reported on work completed during the past year:

- The Paving Project Phase 3 was completed. This included the paving of the garage driveways for units 8 and 9. The financial breakdown for the project was as follows:
- Phase 3 total payment:
 - **\$34,750.91** Final Installment
 - *\$31,215.37 from Special Assessment (leaving \$10 balance)*
 - *\$3,535.54 from Reserve Account to cover difference*

Total Project Cost:

Phase 1: \$41,740 (\$20K from Reserve to soften the expense to Owners)

Phase 2: \$34,448

Phase 3: \$34,751

TOTAL: \$110,939

- Tree work was completed last fall – including limb trimming and cutting down dead trees.
- The Board continued to use Quickbooks as our financial bookkeeping tool. Quickbooks is an excellent tool that is easily transferable as board membership may change. In addition, we hired a bookkeeper to assist with Quickbooks, account reconciliation, and tax preparation. The bookkeeper typically devotes 2 hours every other month to these activities.
- The gutters were repaired, serviced and maintained. There will be another gutter service in the fall.
- We arranged for wasp & hornet treatment around the front of both buildings. Another treatment will occur in the fall.

- We learned that the sprinkler System needs some repair. To date several sprinkler heads were replaced. We are working with the original 1993 sprinkler system. In the future we will need to incrementally change the sprinkler heads so that we are using the most up to date equipment in order to lesson our use of water. The water and sewer expenses continue to go up and be a large part of our budget. The Board asked Colonial Landscaping and their irrigation specialist to submit a plan for beginning to upgrade the sprinkler system.
- Unit 10- Crack-X foundation repair was completed. However, more work around outside drainage is needed due to water pooling in the front of units 2, 3, and 4, and the water issues for unit 10. The Board will be requesting bids for doing this repair work. More work is needed outside for drainage.
- A large tree limb was removed from fence in back fire lane.

On-going Projects

- Several community members inquired about getting Fidium Fiber access as an option for internet delivery to our units. President Kennison has been in contact with Fidium and is awaiting scheduling of a project manager who can come out to our complex and see what would be needed for units to access Fidium Fiber services. We discussed owners' willingness to allow access to "pre-set" their unit in the event they (or a future owner) wanted to switch to Fidium. Owners also discussed other options (beside Xfinity), such a T-Mobile internet service.
- The Board is looking for an electrician who can fix the light pole in front of Unit 8, repair the Plastic Weatherproof Box in the Gazebo, and the first light near Unit 12
- Landscaping: The board is attempting to use a methodical approach to ensure we address drainage challenges first, before spending any significant funds on landscape. The Board will work with the landscapers to fill in near the sides of the new pavement.
- The board approved installation of 2 outside faucets, one near unit 12 and one (to be determined) on the other side.
- Repair and/or replacement of the large package mailboxes is ongoing. In the past, Christine Cedrone did attempt to get a timeline from the post office but was not successful. Ray Bailey offered to check in with the post office.
- The wooden fence behind units 1-7 is in very poor shape. This is the original fence. Ray Bailey offered to try to shore up some parts of it. Replacement of the fence would be a significant expense for the community.
- We talked about package delivery issues. Packages are being delivered to the new condos (32 Charter St). We discussed have a sign on the mailboxes that clearly labeled "30 Charter St. Units 1-10". Some owners have found their packages delivered to a 32 Charter St. condo with the same unit number.
- Shutters: 2 or 3 Units have broken shutters. Wear is showing on all shutters, especially units where the sun shines all afternoon.
- Foundation Drainage
We have one quote to address the pooling/lack of drainage of water between units 2 and 4. We will be looking for additional quotes for that project and a few other key areas around the foundations of both buildings.
- Several owners asked about the outside dryer vents. This past year, a recent board member who moved – Christine Cedrone – had cleaned the outside vents. Owners also recommended that the full dryer vent be cleaned by a vent cleaning service.

Financial Report

The budget was presented, and Unit Owners had the opportunity to voice questions on the budget and the Board answered the questions to the satisfaction of the Unit Owners.

The current operating budget balance is: \$17,310; The current Reserve Account for the Association is: \$104,699.73; The Special Assessment balance is: \$10.00

Motion made and seconded to approve the 2025-2026 Budget: – 11 approve, 0 abstain, 0 not approve. There will be a \$25.00 increase to the monthly HOA. The monthly HOA will be \$425. There will be no Special Assessment.

Election of Officers

Three Board seats were up for re-election:

Amy Kennison

Caroline Dominguez (who is moving in August)

Christine Cedrone who moved this year. Barbara Holmes volunteered to replace Christine through August 2025.

The ballot for officers included:

Amy Kennison

Barbara Holmes

Ray Bailey

All three were elected: 11 approve, 0 abstain, 0 no approve

Annual Meeting Minutes Discussion: An owner asked about the possibility of getting a Draft of the 2025 Annual Meeting Minutes soon after the Annual Meeting. The Board cannot issue Approved minutes for the Annual Meeting until there is a quorum of owners at the next Annual Meeting (which would be one year from August 2025). An owner recommended that the Board send a draft of the Annual Meeting Minutes. Motion made and seconded to send a Draft of the Annual Meeting Minutes soon after the actual Annual Meeting takes place - was approved: 11 approve, 0 abstain, 0 not approve.

Adjournment

Motion made and seconded to adjourn the meeting at 11:00 am