

**CHARLESTON PLACE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
April 10, 2023  
6:30 PM  
Clubhouse**

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 6:34 pm.

**Board Members present:** Kristen Triemstra, Alex Schubert , Louise Jones-Berry, Orlando Croft, Cecily McCarthy, Jessie Huarez, Gabe Lira

**Board Members absent:** None

*Minutes taken and transcribed by Virginia Johnson, CMCA, AMS, PCAM*

2. **HOMEOWNERS FORUM:** There were 12 owners present. Topics discussed were: parking, fences and gates, large trash items left all over property, gutters, lights, remove the signs on the fences, residents need to follow the rules.

3. **BOARD MEETING MINUTES:**

- **Motion:** to approve the March 13, 2023 minutes as written was made by Alex Schubert, seconded by Gabe Lira and passed unanimously.

4. **PRESIDENT'S REPORT:**

5. **FINANCIAL REVIEW:**

- **Motion:** to accept the March 2023 financials, prepared by CPMG subject to audit was made by Alex Schubert, seconded by Gabe Lira and passed unanimously
- The Board reviewed the attorney status report and the delinquency report.

6. **UNFINISHED BUSINESS:**

**Newsletters:** Gabe Lira and Francesca continue to do newsletters as needed.

**Motion:** to approve the taxes for 2022 and approve the 2023 taxes for a total cost of \$330.00 was made by Alex Schubert, seconded by Louise Jones-Berry and passed unanimously

**Motion:** to approve the Reserve Study was made by Alex Schubert, seconded by Kristen Triemstra and passed unanimously.

**Discussion:** the engineers report on unit 13971 E Utah Circle was reviewed and board asked CPMG to have a general contractor review as the results appear to be the same as the first contractor told the association.

**Discussion:** the bid for the monument repair was reviewed and tabled for more research and completion prior to the end of the summer and also there are some bricks on the fronts of units that will need to be looked at.

7. **NEW BUSINESS / TOPICS FROM THE BOARD:**

**Discussion:** have the mason look at brick fronts when bidding the monument sign

8. **ITEMS APPROVED BETWEEN MEETINGS:**

- None

9. **MANAGER'S REPORT:** Manager's report of action items was reviewed by the Board.

**Violations/Fines:** None

**10. CORRESPONDENCE/ Architectural Requests – None**

**11. ADJOURNMENT: 7:15 pm**

**12. NEXT MEETING DATES:**

**Board Meeting** May 8, 2023 – 6:30 pm on Zoom – Meeting canceled due to fire at CPMG –  
Next meeting June 12, 2023