

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

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 6:35 pm.

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

**Board Members absent:** Jessie Huarez

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

2. **HOMEOWNERS FORUM:** There were 3 owners present. Topics discussed were: gutters and roofs, work orders.

3. **BOARD MEETING MINUTES:**

- **Motion:** to approve the June 12, 2023 minutes as written was made by Kristen Triemstra Gabe Lira, seconded by and passed unanimously.

4. **BOARD REPORTS:**

5. **FINANCIAL REVIEW:**

- **Motion:** to accept the June 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. A large account was settled when the unit sold recently.

6. **UNFINISHED BUSINESS:**

**Discussion:** the board reviewed the Heritage Roofing bid and have requested that they provide a warrantee for the work and the gutters. Also the board is interested in doing this project in phases to assist in cash flow. CPMG will get an updated bid prior to the next meeting.

**Discussion:** the sub pump continues to malfunction. The board requested a review of the machine and findings from plumber.

**Discussion:** the neighboring association uses PooCrew for dog pick up and the board requested a bid for their property from same company.

**Discussion:** pot holes are starting again and board would like to keep an eye on the holes and do periodic assessments of the pot holes to avoid large holes. They have authorized cold patch for developing ones and infrared possibly again in 2024.

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

8. **ITEMS APPROVED BETWEEN MEETINGS:**

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 to executive session to discuss correspondence from the attorney**

**12. Adjournment 8:00 PM**

**13. NEXT MEETING DATES:**

**Board Meeting August 14, 2023 – 6:30 pm on Zoom –**