

**CHARLESTON PLACE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
September 13, 2022  
6:30 PM  
Zoom Meeting**

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 6:40 pm.

**Board Members present:** Kristen Triemstra, Brenda Gies, Olivia Omega, Louise Jones-Berry and Alex Schubert.

**Board Members absent:** None

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

2. **HOMEOWNERS FORUM:** There were 13 owners present. Topics discussed were: Lights, gutters, asphalt, payments, pet stations, pot holes. Bulletin Board

3. **BOARD MEETING MINUTES:**

- **Motion:** to approve the August 8, 2022 minutes as written was made by Brenda Gies, seconded by Oliva Omega and passed unanimously.

4. **PRESIDENT'S REPORT:** We are moving through the action items and thanks to homeowners for support of board and thank you to board for all your work.

5. **FINANCIAL REVIEW:**

- **Motion:** to accept the August 2022 financials, prepared by CPMG subject to audit was made by Brenda Gies, Seconded by Kristen Triemstra and passed unanimously.
- The Board reviewed the attorney status report and the delinquency report.

6. **UNFINISHED BUSINESS:** None

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

- **Discussion:** the board discussed the two bids from Complete Plumbing for Repair air conditioner in Club House – Board requested that the entire system be evaluated, heat and air conditioning and is it feasible to wait for air conditioning until the spring? A leak will need to be found, repaired then the system recharged.
- **Discussion:** the snow removal contract was reviewed, this is a time and material contract with services being charged when rendered. The board would like to compare prices and triggers from last year before approving via email before next meeting.
- **Discussion:** The board reviewed the Roof repair Bid from Front Range and asked to have manager double check to see if 13999 and 12729 should be added to the list
- **Discussion:** The board reviewed the Bid from Front Range to repair gutters and install new hangers – Board would like to know the addresses and add any that have recently requested service. 14032 – 13985 – 13987 – 12649 – 14032.
- **Discussion:** the board discussed the Front Range bid to install 2150 lf of gutters with a 5 inch gutter and 940 lf of downspout – board would like to know which addresses these are covering
- **Discussion:** The board discussed the asphalt bid and requested manager to review the map and report back to them.

- **Discussion:** the board was provided with a couple of draft budgets and invited to attend a budget workshop at CPMG with finance team to discuss. Manager will set up time and communicate.

**8. ITEMS APPROVED BETWEEN MEETINGS:**

- Heritage Roofing gutter cleaning for a total cost of \$5,950.00

**9. MANAGER'S REPORT:** Managers report of daily operations was reviewed by the Board.  
**Property Inspection Report** – Submitted to the Board in writing.

- **Violations/Fines:** None

**10. CORRESPONDENCE/ Architectural Requests**

- **Discussion:** 14053 resubmitted AC request for windows and board will check to see if this included grids which are necessary and will approve via email if yes
- **Discussion:** the board reviewed homeowner suggestions for newsletter articles from one homeowner – Management will attempt to incorporate in the next newsletter
- **Discussion:** Board reviewed an email from homeowner concerning a violation and instructed CPMG to forward to Attorney for opinion.

**11. SET NEXT MEETING DATES:**

**Meet and Greet October 1, 2022 at Clubhouse**

**Board Meeting** October 10, 2022 – 6:30 PM – Club house

**12. ADJOURNMENT** – The meeting was adjourned at 8:08 pm.

**13. EXECUTIVE SESSION:** None