

**CHARLESTON PLACE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
November 13, 2023
Immediately following the Budget Presentation Meeting
Club House**

- 1. CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 7:45 pm.

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

Board Members absent: Orlando Croft,

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

- 2. HOMEOWNERS FORUM:** There were 0 owners present.

- 3. BOARD MEETING MINUTES:**

- **Motion:** to approve the October 9, 2023 minutes as written was made by Kristen Triemstra, seconded by Alex Schubert and passed unanimously.

- 4. BOARD REPORTS:**

- Manager's report was emailed and reviewed
- Violation report was reviewed
- Work order report was reviewed

- 5. FINANCIAL REVIEW:**

- **Motion:** to accept the October 2023 financials, prepared by CPMG subject to audit was made by Alex Schubert, seconded by Kristen Triemstra and passed unanimously

- 6. Informational:** The status report from Attorney was reviewed.

- 7. ACTION ITEMS AND DECISIONS:**

- **Motion:** to approve the 2024 CPMG Contract with no increase was made by Louise Jones Berry, seconded by Gabe Lira and passed unanimously.

- 8. UNFINISHED BUSINESS:**

- Denver Drains has completed the project and will present findings at Annual Meeting

- 9. NEW BUSINESS / TOPICS FROM THE BOARD: None**

- 10. ITEMS APPROVED BETWEEN MEETINGS:**

- 11. MANAGER'S REPORT:** Manager's report of action items will be emailed for review by the Board.

Violations/Fines: None

- 12. CORRESPONDENCE/ Architectural Requests – None**

- 13. ADJOURNMENT:** 7:45

- 14. NEXT MEETING DATES:**

Annual Board Meeting December 11, 2023 – 6:30 pm Clubhouse Annual Meeting