

**CHARLESTON PLACE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
November 14, 2022
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, Louise Jones-Berry and Alex Schubert, Brenda Gies
Board Members absent: Olivia Omega
Minutes taken and transcribed by Virginia Johnson, CMCA, AMS, PCAM
2. **HOMEOWNERS FORUM:** There were 5 owners present. Topics discussed were: Board seats for next year, landscaping, fire places, exercise room in clubhouse, thank you to board for doing a great job.
3. **BOARD MEETING MINUTES:**
 - **Motion:** to approve the October 10, 2022 minutes as written was made by Kristen Triemstra, seconded by Alex Schubert and passed unanimously.
4. **PRESIDENT’S REPORT:** Board continues to clean up items from previous management company and prepare for the 2023 year
5. **FINANCIAL REVIEW:**
 - **Motion:** to accept the October 2022 financials, prepared by CPMG subject to audit was made by Brenda Gies, Seconded by Louise Jones-Berry and passed unanimously.
 - The Board reviewed the attorney status report and the delinquency report.
6. **UNFINISHED BUSINESS:**
Help with trash cans returning to clubhouse after emptied on Fridays – VJ will continue to do
7. **NEW BUSINESS / TOPICS FROM THE BOARD:**
 - Motion: to approve the 2023 budget with no increase was made by Kristen Triemstra, seconded by Alex Schubert and passed unanimously – budget will be presented to the homeowners at the annual meeting on December 12, 2022
8. **ITEMS APPROVED BETWEEN MEETINGS:**
 - Five Star Pet Station and trash contract (925.00 per month)
9. **MANAGER’S REPORT:** Managers report of daily operations was reviewed by the Board.
Violations/Fines: None
10. **CORRESPONDENCE/ Architectural Requests - None**
11. **SET NEXT MEETING DATES:**
Board Meeting December 12, 2022 – annual meeting
12. **EXECUTIVE SESSION:** was needed to discuss a collection matter
13. **ADJOURNMENT** – The meeting was adjourned at 7:45 pm.