

**CHARLESTON PLACE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
February 13, 2023
6:30 PM
Clubhouse**

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 6:31 pm.
Board Members present: Kristen Triemstra, Louise Jones-Berry, Orlando Croft, Cecily McCarthy, Jessie Huarez, Gabe Lira
Board Members absent: Alex Schubert and
Minutes taken and transcribed by Virginia Johnson, CMCA, AMS, PCAM
2. **HOMEOWNERS FORUM:** There were 5 owners present. Topics discussed were: security, fences and potholes
3. **BOARD MEETING MINUTES:**
 - **Motion:** to approve the January 16, 2023 minutes as written was made by Kristen Triemstra, seconded by Gabe Lira and passed unanimously.
4. **PRESIDENT'S REPORT:**
5. **FINANCIAL REVIEW:**
 - **Motion:** to accept the January 2023 financials, prepared by CPMG subject to audit was made by
 - The Board reviewed the attorney status report and the delinquency report.
6. **UNFINISHED BUSINESS:**
 - Newsletters:** Gabe Lira and Francesca will produce the newsletter and work with Newsletter committee
 - Motion:** to approve the 2023 Landscape Contract was made by Jessie Huarez, seconded by Louise Jones Berry and passed unanimously
 - Motion:** to approve the bid from McCaffrey for reserve study for a total cost of \$1,999 was made by Kristen Triemstra, seconded by Cecily McCarthy and passed unanimously.
7. **NEW BUSINESS / TOPICS FROM THE BOARD:**
8. **ITEMS APPROVED BETWEEN MEETINGS:**
 - Preliminary December 2022 financials
9. **MANAGER'S REPORT:** Managers report of daily operations was reviewed by the Board. Board will take over manager's report and CPMG will provide a shorter version in packets.
Violations/Fines: None
10. **CORRESPONDENCE/ Architectural Requests - None**
11. **SET NEXT MEETING DATES:**
Board Meeting March 13, 2023 – 6:30 pm on Zoom
12. **EXECUTIVE SESSION:**
13. **ADJOURNMENT** – The meeting was adjourned at 7:30 pm.