

**CHARLESTON PLACE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
June 12, 2023
6:30 PM
Clubhouse**

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 6:30 pm.

Board Members present: Kristen Triemstra, Alex Schubert, Orlando Croft, Cecily McCarthy, Jessie Huarez, and Gabe Lira

Board Members absent: Louise Jones-Berry

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

2. **HOMEOWNERS FORUM:** There were 13 owners present. Topics discussed were: grants, gutters and roof leaks from recent rains, large trash items left all over property, residents need to follow the rules.

3. **BOARD MEETING MINUTES:**

- **Motion:** to approve the April 10, 2023 minutes as written was made by Alex Schubert, seconded by Kristen Triemstra and passed unanimously.

4. **PRESIDENT'S REPORT:**

5. **FINANCIAL REVIEW:**

- **Motion:** to accept the March 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.

6. **UNFINISHED BUSINESS:**

Motion: to approve the payment for engineer report for unit 13971 for a total of 515.00 was made by Kristen Triemstra, seconded by Alex Schubert and passed unanimously

Discussion: the board reviewed the Heritage Roofing bid and have requested that they provide a warrantee for the work and the gutters.

Motion: to approve the Qhaul bid to remove the old furniture from the clubhouse for a total cost of \$1600.00 was made by Alex Schubert, seconded by Kristen Triemstra and passed unanimously.

Motion: to approve the 5 Star bid for a onetime post construction deep clean of the clubhouse for a total cost of \$950 was made by Alex Schubert, seconded by Kristen Triemstra and passed unanimously.

Discussion: board reviewed information for a roll off to remove furniture and went with Qhaul versus getting a roll off and day labor to move furniture.

Discussion: the bid from Advanced pools was presented and tabled until other bids could be received then an analysis will be done.

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

8. **ITEMS APPROVED BETWEEN MEETINGS:**

- Insurance renewal for 2023-2024

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: 7:30 pm

12. NEXT MEETING DATES:

Board Meeting July 10, 2023 – 6:30 pm on Zoom –