

**CHARLESTON PLACE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
August 14, 2023
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, Alex Schubert, Orlando Croft, Cecily McCarthy, Louise Jones-Berry, and Gabe Lira, Jessie Olivera

Board Members absent: None

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

2. **HOMEOWNERS FORUM:** There were 9 owners present. Topics discussed were: gutters and roofs, work orders.

3. **BOARD MEETING MINUTES:**

- **Motion:** to approve the July 10, 2023 minutes as written was made by Alex Schubert, seconded by Gabe Lira and passed unanimously.

4. **BOARD REPORTS:**

5. **FINANCIAL REVIEW:**

- **Motion:** to accept the July 2023 financials, prepared by CPMG subject to audit was made by Alex Schubert, seconded by Cecily McCarthy and passed unanimously
- **Informational:** No accounts are currently on the attorney status report. Board will convene an executive session to approve moving two accounts to Attorney at the end of the meeting.

6. **FINISHED BUSINESS:**

- **Motion:** to approve the Maintenance and Insurance Chart prepared by Moeller Graf from the documents was made by Gabe Lira, seconded by Kristen Triemstra and passed unanimously. CPMG will send a post the chart on the website.
- **Motion:** to approve the PooCrew bid for services pending costs of bags and day of service with a start day of October 1, 2023 was made by Gabe Lira, seconded by Alex Schubert and passed unanimously.
- **Motion:** to procure new furniture for the club house with a NTE 1200 was made by Alex Schubert, seconded by Gabe Lira and passed unanimously. Cecily McCarthy will take lead on project with help from fellow board members

7. **UNFINISHED BUSINESS:**

Discussion: the board reviewed the Heritage Roofing updated proposal and have tentatively unanimously approved. Heritage will provide a contract with a warranty for the three phases of gutters replacements on the carports. CPMG will get an updated contract and board will approve prior to the next meeting.

Discussion: pot holes are starting again and board would like to keep an eye on the holes and do periodic assessments of the pot holes to avoid large holes. They have authorized cold patch for developing ones and infrared possibly again in 2024.

8. NEW BUSINESS / TOPICS FROM THE BOARD: None

9. ITEMS APPROVED BETWEEN MEETINGS: None

10. MANAGER'S REPORT: Manager's report of action items was reviewed by the Board.
Violations/Fines: None

11. CORRESPONDENCE/ Architectural Requests – None

12. ADJOURNMENT: 7:30 pm to Executive Session –

Executive Session was called to review delinquent accounts for referral to the attorney for collection, pursuant to Section 308 of the Colorado Common Interest Ownership Act.

Minutes are recorded at management office

13. Adjournment 7:41 PM

14. NEXT MEETING DATES:

Board Meeting September 11, 2023 – 6:30 pm on Zoom –

MOTION TO ENTER EXECUTIVE SESSION

Kristen Triemstra moved to enter Executive Session to consider referral of delinquent accounts to the Association's legal counsel for collection pursuant to C.R.S. §38-33.3-308(4)(e) and §38-33.3-209.5(1.7)(a)(II). Cecily McCarthy seconded. Motion carried.

CALL TO ORDER

Executive session began at 7:26 PM. Board President called roll, and quorum was established. The following Board Members were present: Kristen Triemstra, Alex Schubert, Orlando Croft, Cecily McCarthy, Louise Jones-Berry, and Gabe Lira, Jessie Huarez. The following additional persons were present at the request of the Board: Virginia Johnson, Association Manager.

EXECUTIVE SESSION

Review of Delinquent Accounts for Referral for Collection

The Board has reviewed the following accounts and determined, by a majority vote of the Board, to refer these matters to the Association's attorney for collection of the delinquent accounts:

1. 14095 E. Utah Circle – The Board reviewed the account history and contact history.
2. 13983 E. Utah Circle – The Board reviewed the account history and contact history.
3. **ACTION:** Kristen Triemstra moved to refer the following Units to Moeller Graf, P.C. for collection action: 14095 E. Utah Circle and 13983 E. Utah Circle – The Board reviewed the account history and contact history.
Cecily McCarthy seconded the motion. The motion carried.

MOTION TO ADJOURN EXECUTIVE SESSION

Kristen Triemstra moved to adjourn Executive Session. Cecily McCarthy seconded. Motion carried, and Executive Session adjourned at 7:41 PM