

**CHARLESTON PLACE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
January 8, 2024
6:30 pm
Zoom Meeting**

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

Board Members present: Kristen Triemstra, Orlando Croft, Cecily McCarthy and Gabe Lira

Board Members absent: Alex Schubert

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

2. BOARD MEMBER ELECTION:

Motion to elect the 2024 officers as follows: Was made by Kristen Triemstra, seconded by Cecily McCarthy and passed unanimously.

President – Kristen Triemstra

Vice President – Cecily McCarthy

Treasurer – Alex Schubert

Secretary – Gabe Lira

At Large: Orlando Croft

3. CONTRACTOR PRESENTATION

- Michael Quick from Denver Drains presented his findings from the sewer project 2023 and the board requested that building 24 be researched and a bid presented to replace the lines that are damaged at the February Board Meeting.

- 4. HOMEOWNERS FORUM:** There were 4 owners present. Topics included ice mitigation, parking, and AI effects on Insurance in the future.

5. BOARD MEETING MINUTES:

- **Motion:** to approve the November 13, 2023 minutes as written was made by Kristen Triemstra, seconded by Orlando Croft and passed unanimously.
- **Discussion:** the 2024 Budget Presentation and the 2023 Annual Meeting place holders citing there was no quorum will be published to the website and available to realtors and all others.

6. BOARD REPORTS:

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

7. FINANCIAL REVIEW:

- **Motion:** to accept the November 2023 financials, and the Preliminary December Financials prepared by CPMG subject to audit was made by Kristen Triemstra, seconded by Gabe Lira and passed unanimously
- **Motion:** to approve an audit from Weidner for the total cost of \$2,400 to include the taxes which was previously approved was made by Gabe Lira, seconded by Kristen Triemstra and passed unanimously.

8. **Informational:** The status report from Attorney was reviewed. Board finds the Moeller Graf format to be easy to follow and very informative.

9. **ACTION ITEMS AND DECISIONS:**

- **Motion:** to terminate the Denver Metro security contract was made by Cecily McCarthy, seconded by Gabe Lira and passed unanimously.
- **Motion:** to approve the 2024 Landtech landscape contract for 2024 was made by Kristen Triemstra, seconded by Gabe Lira and passed unanimously.

10. **UNFINISHED BUSINESS:** None

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

- **Discussion:** Board discussed the visitor parking and requested the visitor parking signs be moved from the shack and reinstalled per the map.
- **Discussion:** Board discussed ice melt buckets and are interested in firmer containers that are not easy to tip and lock to avoid water intrusion.

12. **ITEMS APPROVED BETWEEN MEETINGS:** None

13. **CORRESPONDENCE/ Architectural Requests** – None

14. **ADJOURNMENT:** 8:15 PM

15. **NEXT MEETING DATES:**

Next Board Meeting: February 12, 2024 – 6:30 pm Clubhouse