

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

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Cecily McCarthy called the meeting to order at 6:35 pm.

**Board Members present:**, Alex Schubert , Louise Jones-Berry, Orlando Croft, Cecily McCarthy, Jessie Huarez, Gabe Lira

**Board Members absent:** Kristen Triemstra

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

2. **HOMEOWNERS FORUM:** There were 6 owners present. Topics discussed were: parking, fences and gates, recycling

3. **BOARD MEETING MINUTES:**

- **Motion:** to approve the February 13, 2023 minutes as written was made by Alex Schubert, 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 Alex Schubert, seconded by Gabe Lira and passed unanimously
- 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 Heritage Roofing bid to clean the gutters on the buildings was made by Alex Schubert, seconded by Louise Jones-Berry and passed unanimously

**Motion:** to approve the bid preventative maintenance scope of all buildings sewer lines for a cost of 1850 per building was made by Alex Schubert, seconded by Gabe Lira and passed unanimously.

**Discussion:** the asphalt plants are opened again and the infrared patching is on schedule March 20-24 weather permitting -

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

- The draft reserve study was received and the board will review and approve/ask for corrections at the next meeting

8. **ITEMS APPROVED BETWEEN MEETINGS:**

- None

9. **MANAGER'S REPORT:** Shorter version of Manager's report of daily operations was reviewed by the Board.

**Violations/Fines:** None

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

**11. ADJOURNMENT: 7:15 pm**

**12. NEXT MEETING DATES:**

**Board Meeting** April 10, 2023 – 6:30 pm at Clubhouse

**13. EXECUTIVE SESSION:**

**14. ADJOURNMENT** – The meeting was adjourned at 7:30 pm.