



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

1. **CALL TO ORDER & ESTABLISH A QUORUM:** Kristen Triemstra called the meeting to order at 6:36 pm. After a very successful ice cream social with the residents of Charleston Place  
**Board Members present:** Orlando Croft, Alex Schubert, Gabe Lira, Beau Baker, Tim Mednick and Kristen Triemstra  
**Board Members absent:** Cecily McCarthy  
*Minutes taken and transcribed by Virginia Johnson, CMCA, AMS, PCAM*
2. **CONTRACTOR PRESENTATION - None**
3. **HOMEOWNERS FORUM:** There were 12 owners present. Topics included cameras, lights, neighborhood watch fireworks, shutters, pot holes, and school supply program.
4. **BOARD MEETING MINUTES:**
  - **Motion:** to approve the June 10, 2024 minutes as written was made by Gabe Lira, seconded by Kristen Triemstra and passed unanimously.
5. **BOARD REPORTS:**
  - Manager's report was reviewed
  - Violation report was reviewed
  - Work order report was reviewed
6. **FINANCIAL REVIEW:**
  - **Motion:** to accept the June 2024 Financials prepared by CPMG subject to audit was made by Alex Schubert, seconded by Kristen Triemstra and passed unanimously
7. **Informational:** The status report from Attorney was reviewed.
8. **ACTION ITEMS AND DECISIONS:**
  - **Motion:** to approve new controller for a not to exceed \$1500 was made by Gabe Lira, seconded by Kristen Triemstra and passed unanimously.
  - **Motion:** to approve the Moeller Graf proposal for a new collection policy as mandated by state law for a cost of \$195.00 and assurance policy for \$125.00 was made by Kristen Triemstra, seconded by Tim Mednick and passed unanimously. If policy needs to be changed in 2025 and 2026 there will be no charge.
  - **Discussion:** Felicia Dozier will host the first Neighborhood watch meeting on June 11,

2024 at the clubhouse and invited others to attend.

- **Discussion:** shutters inventory will be done by CPMG and work orders issued
- **Discussion:** the board is supporting a back to school supply drive and will purchase 25 back packs and residents will donate school supplies. Board will shop with cash donations and stuff back packs and students will pick up on August 12 board meeting.
- **Discussion:** there is still a desire to have security cameras and Gabe volunteered to assign a contractor to each board member for research. Gabe will also explore programs with the City of Aurora and see if any funds are available.
- **Discussion:** Parking lot lights were not discussed and tabled until Cecily McCarthy was present.
- **Discussion:** the board reviewed the bid from Landtech for some skirting trees and rock and seeding and wanted to add an additional tree to be skirted and will revisit.  
**Discussion:** the board discussed an inspection report from the May 30, 2024 hail storm and it was determined there was no damage to the roofs and property.
- **Discussion:** the board is ready to move to the next phase of sewer work and requested the next phase. Phase 1 is complete – phase 2 needs to be proposed.

**9. UNFINISHED BUSINESS:** None

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

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

**12. CORRESPONDENCE/ Architectural Requests –**

**13. ADJOURNMENT:** 8:10 PM

**14. NEXT MEETING DATES:**

**Next Board Meeting:** August 12, 2024 – clubhouse

