

**CHARLESGATE VILLAGE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Held Wednesday, October 13th, 2021**

**-- MINUTES --**

**A. PRESENT:**

Board Members: Sue Dewey, Bob Rose, Caileen McNally, Betsy Greiner, Nick Pordan & Deby Fox- Hahn. Management Representative: Cindy Morris. Unit Owners Present: Barbara Milks (unit 101).

**B. ROLL CALL and/or DESIGNATION OF QUORUM:** Quorum present - no roll call necessary.

**C. CALL TO ORDER:** President Sue Dewey called the meeting to order at 05:57 PM.

**D. SET THE AGENDA:**

Deby Fox- Hahn made a motion to approve the agenda as presented, seconded by Nick Pordan; motion carried.

**E. REVIEW THE MINUTES:**

Nick Pordan made a motion, seconded by Bob Rose for the approval of the September 8th, 2021 board meeting minutes as amended; motion carried.

**F. FINANCIAL REPORT:**

1. The 5th month financial report dated 09/30/2021 was reviewed. There is now approximately \$146.8K in operating, and \$616.3 K in reserves. Caileen McNally made a motion, seconded by Deby Fox-Hahn to accept the financials as presented; motion carried.
2. Reviewed accounts receivable as of this meeting date. Delinquencies total \$12.8K of which a unit in foreclosure is \$11.9K of the total amount.

**G. ADMINISTRATIVE & LEGAL:**

1. 6:00 Interview Candace (unit 603)- candidate sent recorded submission- Board reviewed. 6:15 Person interview Kellie (unit 1102).
2. Reserve Study Meeting- to be held on October 15<sup>th</sup> at 10:00 AM. Cindy Morris will send an email to notify unit owners that someone will be on the property.
3. Appointment of the 7<sup>th</sup> Board Member- Candace Werder was appointed as the seventh board member.
4. Unit 1454 - discussion held.
5. Rules Committee- meeting to be held next week.
6. Zoom Subscription- decision was made to not renew subscription.

H. **MAINTENANCE:**

**Buildings**

1. Fences- Caileen McNally made a motion, seconded by Betsy Greiner to schedule one third of the fences to be stained in 2022; motion carried.
2. Gutter Cleaning- Caileen McNally made a motion, seconded by Nick Pordan to accept the bid from Grant Ledger for gutter cleaning in the amount of \$3,200 plus tax per cleaning; motion carried.
3. Treadwell to provide salt at mailboxes for winter. Cindy Morris will send an email to remind community to salt as needed around mailboxes.

**Grounds**

1. Landscaping Committee Report- progress of beds ongoing.
2. Landscaping beds- planting on October 22<sup>nd</sup>. Soil and seed to be done in the next few weeks.

I. **OLD/NEW BUSINESS:**

None

J. **NEXT BOARD MEETING:**

The next meeting will be held on **November 17th, 2021** at **6:00PM @ Greenwood Club House.**

K. **REVIEW INVOICES AND SIGN CHECKS.**

- L. **ADJOURNMENT:** Nick Pordan made a motion to adjourn at 7:19 PM, seconded by Deby Fox- Hahn; motion carried.

*Respectfully submitted*

*Caileen McNally  
Recording Secretary*

*Board Secretary  
Charlesgate Village Association, Inc.*