

CHARLESGATE VILLAGE ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
Held Wednesday, November 17, 2021

-- MINUTES --

- A. PRESENT:**
Board Members: Sue Dewey, Bob Rose, Betsy Greiner, Nick Pordan & Deby Fox-Hahn. Management Representative: Cindy Morris. Absent: Candace Werder & Caileen McNally
- 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:**
Nick Pordan made a motion to approve the agenda as presented, seconded by Deby Fox-Hahn; motion carried.
- E. REVIEW THE MINUTES:**
Betsy Greiner made a motion, seconded by Nick Pordan for the approval of the October 13, 2021 board meeting minutes as amended; motion carried.
- F. FINANCIAL REPORT:**
1. The October 31, 2021 financial report was reviewed. There is now approximately \$145.1K in operating, and \$613.1 K in reserves. Bob Rose 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 \$12.5K of which a unit in foreclosure is \$12.2K of the total amount.
 3. Betsy Greiner made a motion to reclass all the negative reserve numbers under Equity on the balance sheet. Nick Pordan seconds and motion carried.
- G. ADMINISTRATIVE & LEGAL:**
1. Unit 1454 - discussion held. There has been an architectural change form submitted to get new windows, front door and storm door. Renewal By Andersen doing the work when the windows and doors come in.
 2. Unit 1554 has an unlicensed vehicle in their parking space. Cindy asked to send a letter and have the issue resolved.
- H. MAINTENANCE:**
Buildings
1. Proposed new lighting – Deby Fox-Hahn, Cindy Morris, Candice Werder and Sue Dewey will schedule a date to hold the first meeting regarding new lights.

2. Bob Rose made a motion to have Rosewood signs make another, smaller Charlesgate Village sign in the spring and have it put by the road where Greenwood and New Road meet. Sue Dewey seconded, all were in favor and motion passed.

Grounds

1. Landscaping Committee Report- Beds are completed.
2. Betsy Greiner reported the Rules Committee met and are working on the new rules. It will be an involve process; rules and regulations must coincide with the updated declaration and by laws.

I. OLD/NEW BUSINESS:

Architectural Change forms: Bob Rose reported the following Architectural Change forms have been approved for units:

1. 1454 – approval of windows and doors
2. 52 – approval of new windows
3. 1055 –approval of new windows
4. 1407 – approval of new windows and sliding glass door
5. 1008 – approval of new front door/storm door

Bob Rose mentioned that some language was missing on the change form. He requested that the verbiage “All work must comply with architectural guidelines”, must be added to the form on the Website.

J. NEXT BOARD MEETING:

The next meeting will be held on **December 8, 2021** at **6:00PM** @ **Greenwood Club House.**

- L. ADJOURNMENT:** Nick Pordan made a motion to adjourn at 6:54 PM, seconded by Bob Rose; motion carried.

Respectfully submitted

*Cindy Morris
Association Manager
Charlesgate Village Association, Inc.*