

CHARLESGATE VILLAGE ASSOCIATION, INC.
BOARD OF DIRECTOR'S MEETING
Held Wednesday, December 13, 2023

--MINUTES--

A. PRESENT:

Board Members: Sue Dewey, Joe Morgante, Mark Bartholomew, Jessica Murphy, Bob Rose, Nick Pordan and Deby Fox-Hahn

Management Representative: Cindy Morris & Brandon Pawlik

B. ROLL CALL and/or DESIGNATION OF QUORUM: Quorum Present – no roll call necessary meeting started at 6:00 PM.

D. SET THE AGENDA: Mark Bartholomew made a motion to set the agenda as amended, Joe Morgante seconded the motion; all were in favor.

E. REVIEW THE MINUTES: Debbie Fox-Hahn made a motion to approve the minutes from November 15, 2023, Jessica Murphy seconded; all were in favor.

F. FINANCIAL REPORT:

- The November 2023 financial reports were reviewed. There was \$24,308.44 in the Operating account and \$1,154,420.91 in the Reserve account for a total of \$1,178,729.35.
- Cindy discussed the delinquencies.
- Joe had to cancel the last finance meeting due to illness, it will be rescheduled for the week between Christmas and New Year's.

Nick Pordan made a motion to accept the financial report, Bob Rose seconded; all were in favor and the motion passed.

G. ADMINISTRATIVE & LEGAL:

- Architectural - None
- Legal - The board discussed Emotional Support animals and service dogs for both owners and renters. The renter in unit 604 had submitted all her paperwork, it was reviewed by the attorney, and the Husky has been accepted to live in the unit. The Board reviewed the December 8 deadline with the owner in 1003 regarding a third emotional support animal. The owner has asked for a hearing which will be at the next board meeting on January 10, 2024. The attorney has notified the owner that all paperwork

should be completed and sent to him ASAP. The new renters in 1408 Charlesgate will be submitting paperwork for their emotional support animal.

- Legal - The board discussed the small claims matter against the association for \$1,662.04 for the sewage cleaning bill for his sewage pipe breaking away from his foundation back in August 2023. Ryan McCann from Attea and Attea will be representing the HOA in the small claims matter.
- Parking tickets were issued to Board members to be placed on vehicles violating the parking rules.

H. **MAINTENANCE:**

- Nothing to discuss.

I. **OLD/NEW BUSINESS:**

The next board meeting will be January 10, 2024, at 6:00 at the Greenwood Club House.

Joe Morgante made a motion to adjourn the meeting at 7:15 pm, seconded by Jessica Murphy; all were in favor and the motion passed.

Respectfully Submitted,
Cindy Morris
Association Manager, Charlesgate Village Association