

**CHARLESGATE VILLAGE ASSOCIATION, INC.**  
**BOARD OF DIRECTOR'S MEETING**  
**Held Wednesday November 13, 2024**

**--MINUTES--**

**A. PRESENT:**

Board Members: Sue Dewey, Joe Morgante, Jessica Murphy, Nick Pordan, Mark Bartholomew, and Bob Rose. Absent: Deby Fox-Hahn  
Management Representative: Cindy Morris

**B. ROLL CALL and/or DESIGNATION OF QUORUM:** Quorum Present – no roll call necessary. The meeting started at 6:04 PM.

**C. SET THE AGENDA:** Nick Pordan made a motion to set the agenda as amended. Jessica Murphy seconded the motion; all were in favor.

**D. REVIEW THE MINUTES:** Mark Bartholomew made the motion to accept the minutes from October 9, 2024. Jessica Murphy seconded; all were in favor.

**E. FINANCIAL REPORT:**

- The October 31, 2024, financial reports were reviewed. There was \$78,531.07 in the Operating account and approximately \$1,157,901 in the Reserve account for a total of \$1,236,432.
- Cindy discussed the delinquencies.
- Joe Morgante discussed our CDs. Two CDs were opened for \$250,000 each. Both CDs expire around June 2026. They are locked in at 5% and are not callable.
- Joe explained that the association is doing well investing and saving for the future.
- Bob Rose made a motion to accept the financial report. Nick Pordan seconded; all were in favor.

**F. ADMINISTRATIVE & LEGAL:**

- Mark Bartholomew spoke about Units 303 and 1755 Architectural Compliance forms being prepared for closing. Unit 1208 submitted an architectural change form to add a garden around her back patio.
- Sue Dewey spoke about the Transparency Act that the association needs to file on the FinCEN web site before December 31, 2024. Jessica Murphy volunteered to file on behalf of the association.

**G. MAINTENANCE & GROUNDS:**

- Sue explained that a new patio has been installed at 1051 Charlesgate. Grand Jude plumbing had broken the concrete trying to locate a water main break.
- Fryling Brothers installed the patio.
- Bob Rose and Mark Bartholomew met with Larry from Seitz Paving to address the issue with the walkway in front of 954 Charlesgate. During the meeting, they also discussed widening the parking space assigned to 1051 Charlesgate.  
Seitz Paving provided a quote of \$3,200 for the parking space modification. Joe Morgante made a motion to approve the work, to be completed in the spring. Bob Rose seconded the motion. The motion was unanimously approved.  
Cindy will send a letter to Oliver and Dianna Scott, residents of 954 Charlesgate, informing them of this decision and granting them access to their front walkway.
- The Board discussed the milling project completed in September 2024, noting that 4–5 areas were experiencing water ponding. The Paving Committee met with Eric Baughman, and these areas have been repaired. Additionally, there was some discussion about whether all Board members had agreed to the paving project when it was voted on in July. At that time, Jessica Murphy made the motion to have Baughman’s complete the milling work from 51-703 Charlesgate, which was seconded by Nick Pordan. The motion passed unanimously, though questions were raised about the unanimous vote.
- Cindy will send out an email reminding the one Cul de sac to have their garage light switch on.

**H. OLD/NEW BUSINESS:**

The next board meeting will be Wednesday, December 11, 2024, at a place to be determined at 6:00PM.

Nick Pordan made a motion to adjourn the meeting at 6:50 pm, seconded by Mark Bartholomew; all were in favor.

Respectfully Submitted,  
Cindy Morris  
Association Manager, Charlesgate Village Association