

**Charleston National
Board of Directors Meeting
June 19th, 2019**

In Attendance:

Board Members: Chuck Cross, Bruce Bingham, Angela Frampton, Michael Hagedorn, Karol Queen, and John Desautel

Owners: Kurt Nendorf

Alex Daniel and Ken Tamsin from Southern Community Services were also present.

5:32 p.m. – Meeting was called to order, and a quorum was established.

General Business:

- The board meeting minutes from May 15th, 2019, were reviewed. After review, there was one correction to be made. Alex will update the meeting minutes with the additional change and send to the board for review and/or approval.
- Reports from each committee were provided.
 - April financials were reviewed. As of April 30th, 2019, Charleston National had \$657,451.49 in total assets. (Operating \$308,613.29 and Reserves \$348,838.20)
 - John mentioned that we need to update the signatories for the Crescom CD. John will get with one of the current signatories (Robert Crawford or Jayne Nendorf) and change the signatory information to his name.
 - John made a motion to close the Crescom account to move funds to another bank with a better CD rate. Karol seconded, and the motion passed unanimously.
 - Architectural review issues dealing with unapproved projects were discussed. As there was a recent issue with not having homeowner contact information (other than mailing address), it was decided to have Alex contact those owners without phone numbers and email addresses and ask for owners to provide their updated contact information for our records.
- Discussion of the Vantaca software was had. Alex will get meeting dates to the board in July for training session on software.
- The trees at 1319 Belhaven were discussed. An owner had mentioned a concern with the health of the trees along the pond behind their home. Alex provided the board with arborists' opinions on the health and risks of the trees, and she provided estimates on tree removal. After review of the opinions, the board agreed with the arborist's opinion that the trees were not a high risk for removal at this time. The board agreed that the owner could remove at their expense as long as they obtained ARC approval with a licensed and insured vendor to provide the work. Alex will follow up with the owner on the resolution to this matter.
- Updates on the status of irrigation and landscape lighting was mentioned. Alex advised the board that she had contacted several other vendors for estimates. Once she obtains estimates for the work, she will provide this information in a comparative spreadsheet to the board for review and/or approval.
- Alex provided the board with a Resolution to Adopt Application of Payments Policy. This document requires board approval to change how owner payments are applied for legal fees, late fees, and assessments and is beneficial for Association collections. After a review of the document, the board was in agreement to adopt the policy. Alex will reach out to the absent board members for signatures on the policy.

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- The next board meeting is scheduled for Wednesday, July 17th, 2019, at 5:30 PM at Park West clubhouse.

With no other business, the meeting was adjourned at 6:55 p.m.

Minutes respectfully submitted by Alex Daniel of Southern Community Services.