



## Chapman Place Condominium Trust Board of Trustees Meeting Minutes June 13, 2017, Regular Session

**ATTENDEES:** Vice President Debra Brideau; Treasurer Sharon Quinn; Harry Shattuck; Trustee Charlie Bartlett; Trustee Jim Smith; Community Administrator, Gary Zimmerman

Absent: Secretary Marianne Pierce

VISITOR(s): Unit 76, unit 174

**APPROVAL OF BOARD MINUTES:** Motion by Debra to accept the minutes from the previous month, second by Harry. Vote 5-0-1

The meeting was called to order at 6:30 PM

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense	The board members reviewed the financial statements.	
Review of action list		<b><u>Action:</u></b> Combine #6 & #10
Review 2018 budget draft	First pass of the draft presented to the board. No suggested changes to the operating line items. Projects projected for 2018 – side 2 more buildings (#1, #17) and 2 buildings- driveways/drainage( #14, #15)	<b><u>Action:</u></b> Update the budget with the changes and submit final draft at next meeting.
Review annual meeting docs	Board to review all the docs for grammar and issues.	<b><u>Action:</u></b> Board to review documents and send any changes before the next packet so the final package can be submitted for approval
Posting agenda on the web	A request came in to post the agenda on the website. Per our attorney we have no legal obligation to post the agenda anywhere. It was also stated that the board doesn't have to have board meeting open to the public. The board does want to be transparent so it does open the meeting to the public and also posts the minutes of every meeting on the website.	<b><u>Vote: 5-0-1</u></b> motion by Sharon and second by Debra not to post the agenda to the website.
Clubhouse rental	Discussion around the parking issues with some of the last rentals and kids playing outside. Some of the things discussed <ul style="list-style-type: none"> <li>• No mon-fri rentals</li> <li>• Is the cost of renting worth it?</li> <li>• How to better implement &amp; monitor the issues?</li> <li>• Talk about it at the annual meeting to see what the community thinks.</li> </ul>	<b><u>Action:</u></b> Add this discussion to the annual meeting agenda.
Snow contract	Board had homework to review the snow contract to suggest any changes. No changes were suggested.	<b><u>Action:</u></b> Create a new 1 year contract for J's snowplowing & landscaping



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Fire alarm testing – delay low profile project	Due to the scheduled hours this year and going into the attic the recommendation is to delay continuing the project until next year.	<b><u>Vote:</u></b> 5-0-1 to continue next year motion by Debra second by Charlie.
Pool auto cleaner	Discussed the use of this auto cleaner and having the pool automatically cleaned overnight. Board suggested to research further at another time.	<b><u>Vote:</u></b> 5-0-1 not at this time motion by Sharon second by Harry
Project updates : <ul style="list-style-type: none"> <li>• Paving project</li> <li>• Siding project</li> </ul>	<ul style="list-style-type: none"> <li>• No update on the paving project they are supposed to give me a 2 week notice.</li> <li>• 1 screen latch is needed at unit 177 and the project will be completed and the final check will be sent out.</li> </ul>	
A1 exterminators - observation	Observing them when they first came on site things just didn't seem right. Contacted salesman and also talked to the supervisor since I found 2 stations not inspected which told me they did not inspect. They will schedule another inspection of the complex.	
Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> <li>• Unit 152- request certain type of tree</li> </ul> Unit 16 – trash pickup on Friday		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none"> <li>• <u>Wo's</u>: created 19, open 16</li> <li>• <u>CCR</u>: created 9, open 2</li> </ul>		

**Executive Session:**

	No executive session needed	
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Motion by Debra to adjourn the meeting, second by Jim, vote 5-0-1. 9:45 PM