



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
June 12, 2018, Regular Session**



ATTENDEES: President Debra Brideau; Vice President Ron St.Laurent; Secretary Marianne Pierce; Treasurer Sharon Quinn; Harry Shattuck; Sharon Pollitt; Jim Smith; Community Administrator, Gary Zimmerman

Visitor(s): unit 91

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the previous month, second by Ron Vote 7-0

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		
Yearly CPA audit almost complete	Gary's involvement is over 10 hours with the accountant. The audit is very thorough and involves a lot research from the questions that arise.	
Draft budget 2019 presented	Still some things to review. In 2008 transfers for capital improvements was \$20,900, transfers from 2011 have been \$15,055. The decrease was done to cover operating expenses. Does transfer for capital improvements need to increase.	Action: board to review draft before July meeting to finalize budget.
Charge for guest pass	Board reviewed charging for an approved guest pass.	Vote: Maryanne P. motioned to charge \$25 for a guest pass second by Debra. 6-1 Action: Gary to update Rules and Regs to state there is a fee for receiving a guest pass. MaryAnn to implement new charge.
Flag at half-staff.	Chapman Place will make a best effort to put the flag at half-staff. We will attempt to follow the lead of the fire station. If someone wants to volunteer to put it at half-staff on other occasion then the resident can submit their name to the board.	
Single point of contact for Gary to contact.	On some day to day issues it is not easy to try to communicate to the whole board and have a discussion. Previously he had work group leaders. Board discussed and Debra will be the first contact on any issues that Gary has to discuss with a trustee.	Vote: motion by Jim to have a single point of contact for Gary, second by Sharon Q. 7-0 Action: Any issues that Gary needs to communicate with a trustee during the month will go through Debra. Any issues regarding spending will have a limit of \$500, unless determined as an emergency. A second trustee will be consulted if needed.
Rules & Regulation	Marianne brought up the fact that homeowners were breaking the rules and things may be getting a little out of control. Suggestion was put on the table to tackle definition of rules and make sure there is full clarity with the rule. If you do stay up on enforcing the rules it will impact the community in different ways.	Action: This will be up to each trustee to decide on what they see within the complex, verify the rule as it is written and suggest a change at the next board meeting.
Catch basin cleanout	The catch basins in the roads have not been cleaned for at least 13 years. Suggestion is to get them cleaned out.	Action: get a quote for the next meeting



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Increase bounced checks from \$20 to \$30		Vote: motion by Sharon Q. to increase the bounced check fee to \$30, second by Marianne Action: Gary to update Tops to reflect the change.
Shredder is down request to purchase a new one		Vote: Motion by Marianne to purchase a new shredder with a \$200 limit. Action: purchase new shredder
Annual meeting	Who is coordinating the meeting? Need to think of agenda items. Date was chosen for the meeting Sept 25 th	Action : board to think of agenda items and organize all the documents for the mailing in Sep.
Paving front entrances	Quote was for \$1,900 from Dan's paving	Vote: Motion by Sharon Q. to have both front entrances repaired by Dan's Paving, second by Jim 7-0 Action: Schedule repair with Dan's paving
Siding project building 9 & 26	Project is complete, rot was found on building 9 and was repaired. Crew on building 9 was a lot slower than the crew on building 26.	
Mass Save Phase II	The mass save project was complete. We can offer a second phase and Rise Engineering will come in as long as they get at least 10 residents to sign up.	Vote: Motion by Sharon P. to send out a notification for the Mass save project, Second by Jim. Action: Gary to send out a email notification to the community about the 2 nd chance to get free items.
Rules and Regulations	<ul style="list-style-type: none"> Current: 4.9 No other items shall be displayed in front of the units, such as statues, figures or cutouts, or alike. <i>Board recommendation:</i> No items shall be hung or placed in the common areas without exception. Current 4.15 Lawn ornaments such as pink flamingos, wheelbarrows, etc. are not permitted. <i>Board Recommendation :</i> Move 4.15 bullet above to 4.9, adding whiskey barrels. <p>The board is also considering not allow bird feeders on the property.</p>	<p>Vote: motion by Ron to accept the board modification for rule 4.9 as shown to the left, second by Sharon P. 7-0</p> <p>Motion by Sharon to move the bullet in 4.15 as stated to the left to rule 4.9 adding whiskey barrels to the bullet, second by Marianne 7-0</p> <p>Action: Gary to modified R&R's as stated in the comments.</p>
Eagles fence sealing	Seal wood fence facing the eagles this year.	Vote: Motion by Jim to have Gary and Gary seal the eagle's side of the wood fence this year, second by Debra. 7-0 Action: Gary to schedule this work to be done.
Remove overgrown arborvitaes behind mailboxes by unit 105		Vote: Motion by Sharon Q. to remove the arborvitaes and cut the stump level to the ground in-house, second by Jim 6-0-1. Action: Gary to schedule removal.
Recommendation to remove tree at units 71 and 73.	This is only about a 5' area and the grass is always brown.	Vote: Motion by Harry to have the tree removed in-house and work on restoring grass growth, second by Jim 7-0 Action: Gary to schedule the work



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<p>Recommendation to remove the giant oak behind u207</p>	<p>This is a huge oak with branches extending over the building.</p> <p>Board discussed and they don't want the tree down but trimming the branches over the building would be fine.</p>	<p>Vote: Motion by Debra to get a quote on trimming the branches, second by Sharon Q. 7-0 Action: Gary to get a quote from Curtis Tree service.</p>
<p>Clubhouse parking lot scuff marks</p>	<p>Recommendation to spread the black sand to help prevent the scuff marks.</p> <p>Board discussed issue and would like to have gary talk to the contractor.</p>	<p>Vote: Motion by Sharon Q. to have Gary consult with the contractor on why this is still happening, second by Debra 7-0 Action: Gary to talk with Dan's paving</p>
<p>Ordered a flow meter</p>	<p>Gary ordered a flow meter for the pool that helps calculate the Gallon per minute flow of water. The flow meter has not been shipped and cannot get a hold of the company. Recommend talking to the credit card company or the bank. Only Sharon Q. can talk to the bank.</p>	
<p>Basketball back board</p>	<p>The back board is broke and dick's doesn't just sell the back board. Ordering just the backboard online could be tricky if the backboard is not compatible with the pole we currently have. Suggesting to spend an extra \$150 and get the whole kit so there is no issues.</p>	<p>Vote: Motion by Jim to order the whole kit, second by Ron 6-1. Action: Gary to order pole and backboard kit.</p>
<p>Unit owner correspondence's & guest(s):</p> <ul style="list-style-type: none"> • U16 insulation • U146 privacy • U225 tote • U148 bush removed • U170 remove bush • U122 common area planting • U58 guest pass 		<p><u>All correspondences to be sent out within 7-10 days.</u></p>
<p>FYI's -</p> <ul style="list-style-type: none"> • <u>Wo's</u>: 20 created 20, open • <u>CCR</u>: 15 created, 2 open 		



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Executive Session:

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Motion by Debra to adjourn the meeting, second by Harry, vote 7-0. 10:30 PM