



## Chapman Place Condominium Trust Board of Trustees Meeting Minutes March 21, 2017, Regular Session

**ATTENDEES:** Secretary Marianne Pierce; Harry Shattuck; Trustee Charlie Bartlett; Trustee Jim Smith; Community Administrator, Gary Zimmerman

Absent: President, Mark DeSorbo; Vice President Debra Brideau; Treasurer Sharon Quinn;

VISITOR(s): Unit 64, unit 76

**APPROVAL OF BOARD MINUTES:** Motion by Marianne to accept the minutes from the previous month, second by Charlie. Vote 4-0-3

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	Did not review waiting till next month	
Scheduled guests: • none		
Only 4 board members	This would be a shortened meeting and the board would defer most of the agenda items to the April meeting	
Rules & Regulation updates	Homework for the board to review the Rules & Regulations to see if there is any suggestions of sections to re-write.	<b>Action:</b> Board is to review the Rules & Regulations and make any suggestions at the next meeting.
Predated checks or monthly checks submitted in advance	Discussion of people submitting checks for the office to have to remember to submit in a given month	<b>Vote:</b> Motion by Marianne, second by Jim 4-0-3 <b>Action:</b> Office is no longer accepting checks that are pre-dated or payments sent in for submission in a future month.
People that have not returned the census data	Deadline for the census updates is over. Next steps to call people to remind them and set a deadline or get fined.	<b>Vote:</b> Motion by Marianne, second by Harry 4-0-3 <b>Action:</b> Have Lisa call the people we have not received an acknowledgement from and let them know the deadline and that they will receive a fine if they don't respond.
Snow removal	Discussion around job that is being done this year and the options that would be put on the table at the next meeting.  <ul style="list-style-type: none"> <li>• Cancel contract at the end of the year</li> <li>• Cancel remaining contract and have the contractor on a 1 year contract</li> <li>• Cancel contract – go out for bid but include current contractor in bid using next year's price (confirm with contractor)</li> </ul>	Deferred to next month
Unit owner correspondence's & guest(s)		<u>All correspondences to be sent out within 7-10 days.</u>



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FYI's - <ul style="list-style-type: none"> <li>• <u>Wo's</u>: created 17, open 20</li> <li>• <u>CCR</u>: created 3, open 2</li> </ul>		
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**Executive Session:**

	No executive session needed	
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Motion by Marianne to adjourn the meeting, second by Jim, vote 4-0-3. 7:20 PM