



## Chapman Place Condominium Trust Board of Trustees Meeting Minutes December 12, 2017, Regular Session

**ATTENDEES:** President Debra Brideau; Vice President Ron St. Laurent; Treasurer Sharon Quinn; Harry Shattuck; Trustee Jim Smith; Community Administrator, Gary Zimmerman

Absent: Secretary Marianne Pierce;

Visitor(s): Sharon unit 93

**APPROVAL OF BOARD MINUTES:** Motion by Sharon to accept the minutes from the previous month, second by Debra. 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. Discussion on why \$0 on the workman's comp GL. This will get paid in full in December.	<b>Vote:</b> motion by Sharon to accept the financials second by Harry 5-0-1 <b>Action:</b> investigate why \$0 on income taxes GL
Review of action list		
Vacant seat on board	Board reviewed options from the lawyer and since there is interest in the open slot they will vote them in if they are still interested after attending one more meeting	<b>Vote:</b> motion by Debra to have the board vote to have someone fill a vacant seat on the board, if someone is interested, Second by Sharon.
Signing of vendor contracts	Charlie use to sign contracts. Board discussed and Harry will now sign contracts.	
Renewal of insurance – terrorism	The board discussed and decided to opt out of this insurance – cost was \$1,095	<b>Vote:</b> motion by Debra second by Harry 5-0-1 <b>Action:</b> email rodman's to not include terrorism
Gary's role on snow storms.	<ul style="list-style-type: none"> <li>• Patrol the property periodically to make sure snow is being cleared.</li> <li>• Check phone messages</li> <li>• keep track of issues</li> </ul>	
Trash bids	2 bids were submitted for trash pickup. Board discussed and choose to stay with Republic Services	<b>Vote:</b> motion by Sharon second by Jim 5-0-1 <b>Action:</b> notify vendors on the decision. Review contract for republic and have it signed.
newsletter	Board discussed options and for now Gary will continue to do the newsletters for 2018	
Alarm testing	100% access again this year. Next year we will have to find someone else to do the reminder calls. Thank you to Linda Novelli for all the past years of calling to remind people.	
U137 contractor indemnification	Contractor for the ramp signed an indemnification for board approval.	<b>Vote:</b> motion by Debra second by Harry 5-0-1 <b>Action:</b> send letter to vendor on acceptance.
Landscaping next year	Review specifications and get at least 3 bids	<b>Action:</b> get RFP out to at least 3 companies for bids.



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Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> <li>• Unit 51 – fence</li> <li>• Unit 181 - back area bush</li> </ul>		<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 30, open 17</li> <li>• <u>CCR</u>: created 30, open 0</li> </ul>		

**Executive Session:**

	No executive session needed	
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Motion by Debra to adjourn the meeting, second by Sharon, vote 5-0-1. 9:00 PM