



Chapman Place Condominium Trust Board of Trustees Meeting Minutes October 10, 2017, Regular Session

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

Absent: Trustee Jim Smith, Trustee Ron St. Laurent left at 8:05

Guests speakers: Unit 91, unit 213

Visitor(s): unit 133, unit 195, unit 91 and unit 158

APPROVAL OF BOARD MINUTES: Motion by Charlie to accept the minutes from the previous month, second by Sharon. 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> |
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| Financial Statements — Balance Sheet and Income/Expense | The board members reviewed the financial statements. Discussion on why \$0 on the workman's comp GL. Thought was it was paid in full every year in the November/December time frame. | Vote: motion by Marianne to accept the financials second by Sharon 6-0-0 Action: investigate why \$0 on workman's comp GL |
| Review of action list | | |
| Approval of annual meeting minutes | There was a question on who second the motion to accept the slate of candidates. | Vote: 5-0-1 motion by Sharon second by Marianne Action: make correction and post on the website |
| Board election of officer's | Had discussions on who would want to fill the officer's positions. | Vote: motion by Marianne to have Debra Brideau president, second by Sharon 5-0-1. Motion by Debra to have Ron StLaurent VP secon by Harry 5-0-1 Motion by Marianne to have Sharon Quinn as treasurer second by Debra 5-0-1 Motion by Sharon to have Marianne Pierce as secretary second by Harry 5-0-1 Action: update the Trustee sheets with the officer's and submit to the lawyer so it can be recorded at the registry of deeds. |
| Bee's at unit 76 | Owner requested company to come in a remove the bees. cost would be between \$175 and \$225 | Vote: motion by Harry to hire A1 exterminators, second by Sharon. 4-0-2 Action: call A1 to schedule time to take care of the bees. |
| Process on a vacant seat | The lawyer was consulted on this issue and the options were presented to the board: <ul style="list-style-type: none"> • The board can wait till the next annual meeting • After 60 days they could vote someone into that seat • They could run a full election • Within 30 days the community could request a full election by submitting a petition with 21% of community's signatures. | |



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| How to proceed with the newsletter | <ul style="list-style-type: none"> • Unit 158 offered to volunteer after January to write articles. • We discussed the logistics that will have to happen creating and approving the letters • Discussed the future of how we want to list contractors. | Action: Add this to the agenda in January for further discussion. |
| Paving project update | <ul style="list-style-type: none"> • The 2 major paving projects have been completed. • Parking lines will be done in the spring of 2018 • Some landscaping and mulching is needed and will also be done in the spring of 2018 | |
| Remove root from tree in back of u213 | | <p>Vote: motion by Sharon to spend \$200 or less on removing the root, second by Marianne 4-0-2 Action: get price from Secino's</p> |
| Unit owner correspondence's & guest(s): • | | <u>All correspondences to be sent out within 7-10 days.</u> |
| FYI's - • <u>Wo's</u> : created 12, open 24 • <u>CCR</u> : created 8, open 0 | | |

Executive Session:

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| | No executive session needed | |
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Motion by Debra to adjourn the meeting, second by Marianne, vote 4-0-2. 8:18 PM