



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
May 8, 2018, Regular Session**



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

Visitor(s): unit 123, unit 58

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

The meeting was called to order at 6:33 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. Gary did a presentation about the bank accounts and what the monthly transfer is.	
Review of action list		
Fire hydrant – red or yellow?		Vote: motion by Sharon Q. to keep them yellow, second by Debra. 7-0
Draft budget 2019	Suggestion was to raise condo fees by \$10 or \$15 to bring back the monthly capital improvement transfer to \$18,000 from the \$15,000 it is now. This transfer was changed 8 or 9 years ago to cover operating expense.	Action: board to review draft before next months meeting to finalize budget.
Question on liability by allowing alcohol at the clubhouse rentals.	Attorney and insurance agent say we have the appropriate things in place.	
Request for life insurance	Gary Z. - Requested a life insurance policy before going on the roofs to analyze any issues.	Vote: No vote was taken but the President stated this request was denied and all roof related issues will be given to a contractor.
Online payment policy	This was discussed at a previous meeting and submitted for a vote	Vote: Motion by Debra to approve the online payment policy, second by Sharon Q. 7-0 Action: file policy appropriately
Eagles fence project	Eagles wood fence should be stained every 3-5 years. It should also be cleared of debris at the bottom of the fence to help prevent rot.	Action: Project for Gary H. and Gary z will present a rough cost at the next meeting. 1 st phase will be to walk the fence and clear all debris that is touching the fence.
Landscaping issues with bushes	<ul style="list-style-type: none"> • Bushes at mailbox across from unit 109 has winter issues of being bent over. • Arborvitaes at the clubhouse have been trimmed by an unknown culprit. The lower section of all the bushes have been trimmed quite nicely by what we think is deer. The bushes now look like they have a mushroom top. • Large arborvitaes next to the tennis court will be removed 	<p>Vote: none noted</p> <p>Action:</p> <ul style="list-style-type: none"> • We will attempt to tie back the branches across from 109 and see how that works. The clubhouse bushes will be left alone for now. • Have landscaper removed the arborvitaes next to the tennis court and mulch the area between sidewalk and tennis fence.



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RFP – snow contract	Board reviewed the final draft that was submitted in the packet.	Note: motion by Marianne to accept the final draft of the snow RFP, second by Debra. Action: Wait a month to see how the Mower contract is working out and offer them to bid on the snow and mowing contract.
Board is requesting that all details of open and created work orders be included in the packet and a summary of the CCR open and create for the month		Action: Gary to include the report in the packet. Details of open and created work orders and summary of CC&R to be included in the packet.
Siding update	Bld 26 is complete, bld 9 is finishing up, different size shutters and have to order new size and then the final walk around.	
Project to redo the base of the unit #'s on the buildings	Screws are leaving rust stains on the PVC	
Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> • Unit 8 guest pass request 		<u>All correspondences to be sent out within 7-10 days.</u> Unit 64 stated no written response needed.
FYI's - <ul style="list-style-type: none"> • <u>Wo's</u>: created 15 , open 22 • <u>CCR</u>: created 9, open 2 		



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Executive Session:

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Motion by Debra to adjourn the meeting, second by Harry, vote 5-0-2. 10:00 PM