



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

**ATTENDEES:** Vice President Debra Brideau;; Treasurer Sharon Quinn; Harry Shattuck; Trustee Charlie Bartlett; Trustee Jim Smith; Community Administrator, Gary Zimmerman

Absent: Secretary Marianne Pierce

VISITOR(s): Unit 91

**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>
Financial Statements — Balance Sheet and Income/Expense	The board members reviewed the financial statements.	<b>Vote:</b> motion by Marianne to accept the financials second by Sharon 6-0-0
Review of action list		
Driveway drains u10 ,28 & 127	Plastic drains were installed in 2006 and are becoming a hazard.	<b>Vote:</b> motion by Charlie second by Harry to spend \$5,000 or less. <b>Action:</b> Work with contractor to schedule the work
Finalized everything for the annual meeting.		
CPO certification has expired for Gary <ul style="list-style-type: none"> <li>• Have Gary H. take training as a backup?</li> </ul>	Cost of course is \$325 and is 2 days of training. Training would be taken in the winter. Ask to see if there is a discount for 2 people take training	<b>Vote:</b> motion by Jim second by Sharon to have Gary Z get new certification and have Gary Heil take training has a backup <b>Action:</b> Schedule training course and see if there is a discount.
Reverse mortgage request	To get a reverse mortgage you have to be FHA approved. Consulted our lawyer and we are not obligated to be FHA approved. There is new legislation coming, if passed, that will let you have FHA approvals on single units so the whole complex does not have to be approved. There are over 170,000 condos in the US and less than 5% are FHA approved.	
Ramp request at unit 137	Phase II approval complete, Chuck to write up the reasonable accommodations contract.	
Remove 2 large arborvitaes at tennis court	Recommendation is not to remove the roots to avoid possible damage to tennis court.	<b>Vote:</b> motion by Harry second by Sharon <b>Action:</b> remove bushes down to the root.
Unit 213 request to remove tree in back that is close to the building and over grown.	This tree was planted by a previous unit owner prior to 2006.	<b>Vote:</b> motion by Charlie second by Sharon <b>Action:</b> remove down to the root.
Request to remove 2 not so healthy bushes in the back of unit 203	Unit owner is ok not having any bushes in the exclusive area.	<b>Vote:</b> motion by Sharon second by Harry to remove the bushes. <b>Action:</b> remove bushes.



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Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> <li>• Unit 39</li> <li>• Unit 213</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 11, open 18</li> <li>• <u>CCR</u> : created 22, open 0</li> </ul>		

**Executive Session:**

	No executive session needed	
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Motion by Harry to adjourn the meeting, second by Sharon, vote 5-0-1. 8:15 PM