



Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
Sept 11, 2018, Regular Session



ATTENDEES: President Debra Brideau, Vice President Ron St. Laurent; Secretary Linda Novelli; Treasurer Sharon Quinn; Harry Shattuck; Sharon Pollitt; Community Administrator, Gary Zimmerman

Absent: Jim Smith

Visitor(s): none

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the previous month, second by Harry Vote 6-0-1

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.	
Review of action list		
	Held a moment of silence for the victims of 9-11	
Tops payroll is not supported	Tops stopped supporting the Payroll module. Quotes for outsourcing payroll were submitted in previous meetings. Board discussed what would happen if the module failed. Since our accountant does all our taxes and has a payroll service, it should be an easy transition if anything does happen to Tops payroll.	Vote: Motion by Sharon P. to keep using Tops payroll and if anything happens convert to accountants payroll service, second by Debra 6-0-1
CD renewal		Vote: Motion by Sharon Q. to let the CD rollover at the current rate with the same 18 month term, second by Linda 6-0-1
Rental units	It was suggested that we add an additional fee for landlords that don't follow the lease Resolution. To keep consistent with the 6d process, a \$50 fee will be charged if the landlord comes to the office within 2 weeks of the renter moving in or if found out the landlord didn't even contact the office when getting a new renter.	Vote: Motion by Debra, to charge the \$50 fee just like the 6d process if the office isn't notified before 2 weeks of moving in. 6-0-1 Action: Update the resolution to include the same wording as the 6d process.
Annual meeting	Went over the annual meeting and assignments	
Catch basin clean out	Review quote from contractor. Catch basins have not been cleaned since 2004.	Vote: Motion by Debra to have catch basins cleaned as needed after most of the leaves have fallen, second by Harry 6-0-1 Action: Call the contractor to schedule the work.
Rodent quote from A1 exterminators.	The cost to put bait stations at all the buildings per a1 exterminators is around \$8,000. The board decided not to do this at this time since it is a large amount and not budgeted.	
Gutter cleaning	The board discussed bringing gutter cleaning back in-house. In-house trouble areas will get done multiple times and is less expensive.	Vote: Motion by Harry to have gutter cleaning done in-house, second by Debra 6-0-1
Guest pass	The board discussed the process and now all guest passes will have the expiration date and the license plate number put on the pass	Vote: Motion by Linda, to write expiration date and license plate # on all issued guest passes, second by Sharon Q. 6-0-1



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Status of a new contract	Contract for the Community administrator is up on December 31, 2018.	Action: Board to meet to start initial talks.
Pool coping update	<p>We have 2 sections of coping that need replacing. Gary has had no luck finding the coping and now the mason has been searching for 2 weeks.</p> <p>If he doesn't find anything by the end of the week, he says he thinks he should be able to make them.</p> <p>The only other option would be to replace them all with like coping stones but this would be costly.</p>	
Bird feeders	<p>The board has been discussing limiting the use of bird feeders.</p> <p>They decided that it is best for neighbors to work out any issues but will update the R&R's with "The board reserves the right to have any bird feeders removed if issues arise".</p>	<p>Vote: Motion by Harry to add the bird feeder section of the R&R's as stated in the meeting, second by Sharon P. 6-0-1</p> <p>Action: update the rule and submit to the next meeting for approval.</p>
Unit owner correspondence's & guest(s):	<ul style="list-style-type: none"> • none 	<u>All correspondences to be sent out within 7-10 days.</u>
FYI's -	<ul style="list-style-type: none"> • <u>Wo's</u>: 19 created, 29 open • <u>CCR</u>: 23 created, 1 open 	

Regular meeting adjourned at 8:30 and board went into executive session