



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
February 13, 2018, Regular Session**



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

Visitor(s): Maryann Bonneau unit 91, John Millet unit 155, Sharon Pollitt unit 93

APPROVAL OF BOARD MINUTES: Motion by Marianne to accept the minutes from the previous month, second by Sharon. Vote 6-0-0

The meeting was called to order at 6:25 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		
Presentation from Rise Engineering working for Mass Save	Rise engineering was in here years ago and through a deal with mass save they did a lot of insulations work and sealing up the units A few people have called Mass save to get an energy audit but we are considered a multi-family dwelling so it has to be approved by the association. (forgot to do the formal vote at the meeting so it was done after with Sharon Pollitt included in this vote)	Vote: motion by Marianne to approve the energy audit second by Harry 7-0 Action: work with rise to get information out to the community. Also work with rise to do the suggested light replacements done and possibly an energy efficient pool pump.
Filling the empty seat on the board	The board talked with Sharon Pollitt in a previous meeting, Sharon sent a letter to the board showing her interest in joining the board and talked about her background	Vote: motion by Harry to have Sharon Pollitt fill the empty seat on the board second by Marianne 6-0 Action: Update documents
Recommendation to add possible charge to the 6d fee list	There was 1 loan underwriter that wanted all our governing documents sent to them. Recommendation is to add a line on the fee sheet to state “any request to ship documents is an additional fee”	Vote: motion by Jim to add postage fee second by Marianne 6-0 Action: add line to 6d fee sheet.
Tops does not support the payroll module anymore	Got a price from progressive payroll. Board would like some more bids.	Action: call some other companies to get prices.
Roof replacements	Talked about when the next round of roof replacements could start. Which is approx. in 2023	
Final draft of the collection policy	There is an outdated version of a policy registered at the registry of deeds. The board and our lawyer have reviewed the new policy.	Vote: motion by Debra to accept the new collection policy, second by Sharon 6-0
Landscaping bids	Many vendors were called, RFP sent to many, received 4 bids. 2 were way off the mark. With 2 bids left and the difference was significant, the board asked to get a couple more bids. Due to time Gary suggested to give 2 weeks to get the new bids in to make a decision.	Action: Get a least 2 more bids so the board can gauge better on the going rate.



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2018 projects	The board received 2 siding bids and 2 bids for 2 buildings on driveways/drainage. The board approved having all these 4 projects done.	Vote: motion by Debra to have the 4 projects done, second by Ron. 4-2 Action: notify vendors and work on a schedule and notifications with unit owners.
Chimney inspections	This year we have chimney inspection. The board and insurance co is ok with having chimney waivers for people that never use the chimney.	Action: Contact the contractor to make sure he is still willing to do the inspections and put a schedule in place.
Snow issues	Talked about flash freeze on roads and not a whole lot can be done with salt. Talked about the contractor's performance of the snow removal. Contract is over this year and the board will discuss further going out for bid next year.	
Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> • Unit 155 – trash pickup • U79 – mice • U101 – fine appeal • U164 – trash pickup • U170 – snow removal issue 		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none"> • <u>Wo's</u>: created 5, open 17 • <u>CCR</u>: created 1, open 0 		

Executive Session:

	No executive session needed	
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Motion by Debra to adjourn the meeting, second by Marianne, vote 6-0. 9:50 PM