



Chapman Place Condominium Trust Board of Trustees Meeting Minutes May 9, 2017, Regular Session

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

VISITOR(s): none

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

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	Action list reviewed	
Newsletter	Currently there is no one to do the newsletter. Gary will be assigned to create the summer, fall and winter newsletter. The board will review this at the end of the year to see if the newsletter should continue. We must finished out the year due to the paid advertisers.	Action: Gary to create summer, fall and winter newsletter.
Clubhouse rental	<ul style="list-style-type: none"> • Multiple complaints about the parking when a clubhouse is rented. • People from the rental party using the basketball court and the playground • Board discussed updating the rental forms to stress what is not to be done during a rental. • Any violations to the rental agreement will result in loss of \$100 deposit 	<p><u>Vote:</u> Motion by Marianne, second by Sharon 6-0</p> <p><u>Action:</u> Create a new draft of the clubhouse rental package to submit to the board for approval.</p>
2018 budget meeting	It was brought up to think about the budget for 2018 and draft should be in by June and finalize by July/August	<p><u>Vote:</u> no vote needed</p> <p><u>Action:</u> Gary to prepare first draft of budget for June meeting.</p>
Snow removal	Since the contract for J's snowplowing was reduced to 1 year, the board should review if they want to revise anything in the contract. New contract should be agreed upon with the contractor before the contract starts in October.	<p><u>Vote:</u> no vote needed</p> <p><u>Action:</u> Gary to send the board a copy of the RFP for them to review. Board to come to the June meeting with any proposed changes. Have Jason come to the Aug meeting to discuss plans for the upcoming season.</p>
Entrance sign lighting bid		<p><u>Vote:</u> Motion by Sharon, second by Debra 6-0</p> <p><u>Action:</u> Bid price accepted, call electrician to schedule the work.</p>



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Bark mulch in backs of units	We started putting bark mulch in the back every 2 years awhile back. This is not a required task of Chapman Place. We have a lot going on this year and it was suggestion to not do the backs this year and use the \$5,600 on other more urgent projects.	<u>Vote:</u> Motion by Marianne, second by Sharon 6-0 <u>Action:</u> Finish audit of stoop bricks and prioritized the ones with the biggest issues for repairs and use this money.
Paving & drainage project – building 9 & 11 driveways	Board reviewed the bid and it fits within the budgeted money for paving project for 2017.	<u>Vote:</u> motion by Marianne, second by Sharon 6-0-0 <u>Action:</u> Contact contractor to state building 9 & 11 has been approved and would like to schedule the work.
Fire alarm testing this year	Available time for Reliable this year will be Monday thru Friday from 3:30pm – 7pm and some Saturdays from 9am-1pm. Attic will be inspected this year.	<u>Vote:</u> no vote needed <u>Action:</u> Create a schedule with these times with the goal of being completed before thanksgiving.
Road stains last year from trash company	Trash company has turned it over to the insurance company. Some stains have disappeared but others have not. Will have to wait to see what their insurance co. says.	
Trash pickup moving to Fridays		<u>Vote:</u> no vote needed <u>Action:</u> Create flyers for volunteers to attach to totes on the final Tuesday pickup. Send out mass email and put on the web site.
Fire hydrant repair bid	Fire hydrant next to unit 31 could not be flushed by the city and was mark out of commission	<u>Vote:</u> motion by Sharon, second by Charlie 6-0-0 <u>Action:</u> Contact contractor to state bid was approved and to complete the work.
Pool 2017	Reviewed the rules for 2017. - Max 6 people per unit - Camera on the pool Reviewed the new application form. Simplified the process	<u>Vote:</u> motion by Debra, second by Marianne 6-0-0 <u>Action:</u> Board approved the rules and application.
Unit owner correspondence's & guest(s): • none		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - • <u>Wo's</u> :created 28, open 19 • <u>CCR</u> : created 15, open 1		

Executive Session:

	No executive session needed	
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Motion by Debra to adjourn the meeting, second by Marianne, vote 6-0-0. 8:30 PM