



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
July 10, 2018, Regular Session**



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

Absent: President Debra Brideau;

Visitor(s): Unit 91

APPROVAL OF BOARD MINUTES: Motion by Sharon Q. to accept the minutes from the previous month, second by Jim 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.	Action: Gary to fix budget numbers for gl 8640, 8240
Review of action list		
Resignation letter from Maryanne Pierce	Maryanne Pierce submitted her resignation letter to the board.	Vote: Ron motioned to accept the resignation letter from Maryanne Pierce, second by Harry. 6-0-1
Linda Novelli expressed interest in joining the board to finishes out Maryanne Pierce’s term		Vote: motion by Sharon to have Linda fill in the rest of Maryann Pierce’s term second by Jim 6-0-1.
Draft budget 2019 presented	<p>Still some things to review.</p> <ul style="list-style-type: none"> • Modified the reserves numbers and change what projects would be done next year. • Board still discussing possible condo increase. • Budget needs to be approved at August meeting. • It was suggested to possibly have a special/exec meeting to finalize the budget. 	Action: board to review draft before August meeting so budget can be approved.
Create document for unit owners to sign if they get a dumpster.	<p>Recommendation is to create a document with rules around having a dumpster.</p> <ul style="list-style-type: none"> • Unit owners are financially responsible for any damage it may cause • Unit owners are responsible if someone else throws stuff into the dumpster. 	Action: Gary to create the document and submit in a following meeting for approval.
Tops reports in the packet	<p>The packet for the last 2 months has almost been 50 pages due to the request of a few TOPS reports. Recommendation to email the reports monthly to the trustees for review.</p>	<p>Vote: motion by Linda to have the reports emailed monthly to the board, second by Sharon Q. 6-0-1</p> <p>Action: Gary to email the reports monthly.</p>
Small bush planted at u78	The area around this bush need to be done differently so it fits better in the area.	Vote: motion by Ron to mulch and edge this area using in-house personnel, second by Harry 6-0-1
Unit 42 bird feeders in front	This unit owner received a violation but the issue is this is a garden ranch which there exclusive area is sort of in the front. The board will have to review the bird feed rule as it is written. The board is also looking at other alternatives to the bird feeder rule.	
Alarm testing	Options for testing this year explained to the board.	Action: Gary to talk to Reliable Alarm and narrow down the options. The board to think about in-house helper or Reliable brings his own helper.



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Unit owner correspondence's & guest(s): <ul style="list-style-type: none">• Unit 64 chipmunks• Unit 79 mice		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none">• <u>Wo's</u> : 32 created 27 , open• <u>CCR</u> : 20 created , 1 open		



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Executive Session:

	Nothing in executive session	
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Motion by Ron to adjourn the meeting, second by Linda, vote 6-0-1. 9:45 PM