



Chapman Place Condominium Trust Board of Trustees Meeting Minutes February 14, 2017, Regular Session

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

VISITOR(s): Unit 64, unit 89

APPROVAL OF BOARD MINUTES: Motion by Marianne 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 <ul style="list-style-type: none"> • Cd up for renewal 	The board members reviewed the financial statements.	<p><u>Vote:</u> 6-0-1</p> <p><u>Action:</u> Let CD rollover with save time period</p>
Review of action list		
Scheduled guests: <ul style="list-style-type: none"> • Unit 195 – did not show • Unit 153 – did not show • Unit 64 – snow removal 		
Board <ul style="list-style-type: none"> • Newsletter • Census sheets coming in with work order requests 		<p><u>Action:</u></p> <ul style="list-style-type: none"> • Gary to put data into newsletter format. • Continue to get the word out that all issues should be called or emailed into the office.
Siding bid	Reviewed the recommendation of siding 3 other building this year (bld 20,21,22) building 4 was already planned. SPS giving discount for multiple buildings and after March siding prices have an increase of 2-5%. Saving of approx. \$14,600.	<p><u>Vote:</u> Motion by Mark, 2nd by Marianne 7-0</p> <p><u>Action:</u> Contact SPS that the board approved Option “B” and 4 total buildings will be sided this year. Get contracts written and letters to unit owners. Building 4 will start in March.</p>
North entrance signage	Bids submitted by Add-a-Sign. Carved sign vs a vinyl labeled sign.	<p><u>Vote:</u> Motion by Harry, 2nd by Sharon 7-0</p> <p><u>Action:</u> Contact Tim at Add-a-sign that the board selected the “carved” sign with white posts</p>
Tru-green 3 year contract	Sent in a request to see if we could get a better deal if we signed up for 3 years. Bid for 3 year contract would save us \$34 per application and \$471 per year	<p><u>Vote:</u> Motion by Charlie, 2nd by Sharon 7-0</p> <p><u>Action:</u> Reply to Tru-green to acknowledge the new pricing to lock in a 3 year deal.</p>
Pool – Adult time	Discussed the lack of use during the Sat/Sun 9-11 adult time.	<p><u>Vote:</u> Motion by Marianne, 2nd by Mark 7-0</p> <p><u>Action:</u> update rules so it is ready for distribution when pool opens, also update the web page.</p>
Rules & Regulation updates	This year we will be registering the full doc with the minor modifications that have taken place over the last couple of years. Suggestion was to review any rules that should be written more clearly and any new rules that need to be added.	<p><u>Action:</u> Board is to review the Rules & Regulations and make any suggestions at the next meeting.</p>
Paving project specifications	2 RFP’s were sent out for review – re-pave the clubhouse parking lot along with unit 33’s driveway and specifications on paving driveways and drainage at building 1	<p><u>Vote:</u> Motion by Mark, 2nd by Charlie</p> <p><u>Action:</u> send RFP to contractor for pricing.</p>



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Snow removal	Discussion around job that is being done this year.	Action: Create list of issues and invite Jason to the next meeting.
Towing	We had our 1 st known towing this past week between building 6 and 7. No upfront cost to CPC and a very simple process	
Unit owner correspondence's & guest(s) <ul style="list-style-type: none"> • Unit 64 – snow removal • Unit 65- tote and ice • Unit 16-signature • Unit 123- deck light • Unit 39 – solar • Unit 154 – parking fine 		<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 8 , open 10 • <u>CCR</u> : created 7, open 2 		

Executive Session:

	No executive session needed	
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Motion by Mark to adjourn the meeting, second by Sharon, vote 7-0. 8:30 PM