



Chapman Place Condominium Trust Board of Trustees Meeting Minutes July 5, 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

Absent:

VISITOR(s): unit 37

APPROVAL OF BOARD MINUTES: Motion by Sharon to accept the minutes from the previous month, second by Debra. Vote 5-0-1

The meeting was called to order at 6:35 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.	<u>Action:</u> Take out the word “saving” on GL #1220
Review of action list		<u>Action:</u> Combine #6 & #10
Review final 2018 budget draft	Board approved the 2018 projects and budget.	<u>Vote:</u> 6-0_motion by Marianne 2 nd by Harry
Review annual meeting docs	Make all corrections as noted in the meeting and create the annual meeting package.	<u>Vote:</u> 6-0 motion by Sharon 2 nd by Marianne <u>Action:</u> Create a sample mailing for Jim to bring to the post office to verify cost.
Paving draining project bld 9/11	Explained to the board there are roughly 5 gutters that we should move the downspout from its currently location on the sidewalk to a less intrusive area. These gutters are also the old style put on with spikes, which should be replaced.	<u>Vote:</u> 6-0-1 motion by Debra 2 nd by Charlie <u>Action:</u> call in ALO gutters to do the project.
Unit owner correspondence’s & guest(s): <ul style="list-style-type: none"> • Unit 150 - chipmunks • Unit 50 – special handrail request • Unit 37 – parking request 		<u>All correspondences to be sent out within 7-10 days.</u>
FYT’s - <ul style="list-style-type: none"> • <u>Wo’s</u>: created 18, open 15 • <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 Harry, vote 6-0-0. 9:15 PM