



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



ATTENDEES: President Debra Brideau; Vice President Ron St. Laurent; Treasurer Sharon Quinn; Harry Shattuck; Sharon Pollitt ; Community Administrator, Gary Zimmerman

Absent: Jim Smith; Secretary Marianne Pierce;

Visitor(s): none

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the previous month, second by Sharon Q. Vote 5-0-2

The meeting was called to order at 6:40 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: remove D&O from GL # 8240
Review of action list		
Pay Master Card bill online	Logging into the Avidia account you can simply transfer the payment from checking to Master Card. There are times that we miss the payment date due to the due date.	Vote: motion by Sharon Q. to pay the Master Card payment online second by Harry 7-0 Action: Document the process discussed at the meeting to have 2 signatures on the transfer receipt and put it in the packet for next month.
Parking lot striping	Board would like to get it done this year but would like to see a price.	Action: submit a bid to the next meeting.
Outsourcing payroll	Our Software (TOPS) no longer supports the payroll module. 3 bids were presented to the board. The board decided to keep payroll in-house until December 31.	Action: present the bids again in the September meeting so the board can decide on a company starting January 1 st .
Pool	Board discussed if pool passes are necessary. They have decided pool passes aren't required but Life Guards need to verify the person signing in is who they really are by verifying the residents report.	Action: present changes to the lifeguards.
Siding project incentive	SPS gave discount incentive of \$4,000 to start siding project in march.	Vote: motion by Debra to allow the early start because of the incentive second by Sharon Q. 5-0-2 Action: contact SPS to schedule the project.
Unit 144 water issue	Garage drain was not installed correctly and water goes around and into the garage. Dan's paving said max would be \$2,000 but if they can save the drain it would be less.	Vote: motion by Debra to fix the garage drain but spending no more the \$2,000 second by Harry. Action: let Dan's paving know and put it on the schedule.
Snow – RFP changes before going out to bid	In the next 2 months the board needs to review the current snow RFP and bring any suggested changes to the board. We can't go out to bid until the RFP is finalized and approved by the board. 2 topics of discussion : <ul style="list-style-type: none"> • Ice storms • How to deal with phone calls • How to deal with wind drifts after snow removal 	Action: board to come to the next 2 meetings with any suggested changes to the snow RFP.



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Landscaping bids for 2018–presented at a special meeting on 2/27/18	Board reviewed all the bids submitted at this special meeting.	Vote: motion by Debra to hire NE Acreage, INC for 1 year with option for 2 nd /3 rd second by Marianne. 6-0-1 Action: let other bidders know they didn't get the bid, let NE Acreage know they got the bid and put the contract together to be signed.
Fire alarm testing 2018	Reliable can do the testing this year from 4-7pm. Chapman place will do the scheduling but will not be involved with the testing. Unit owners will have to make sure they make arrangements for the alarm company to get access to the unit.	Action: Notify Reliable alarm of the change
Unit owner correspondence's & guest(s): •		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - • <u>Wo's</u> : created 15 , open 22 • <u>CCR</u> : created 9, open 0		

Executive Session:

	No executive session needed	
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Motion by Debra to adjourn the meeting, second by Harry, vote 5-0-2. 8:40 PM