



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



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

Absent: Sharon Pollitt; Ron St. Laurent;

Visitor(s): unit 64 – snow issues

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

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. Gary did a presentation about the bank accounts and what the monthly transfer is.	
Review of action list		
Board members term up this year	Trustee’s terms up this year: Sharon Q., Harry and Jim. Jim has stated he will not renew this year.	
Weekend parking	It was brought up at the meeting that unit owners seem to be parking in visitors parking on the weekends. No solution at this point on how to monitor.	
Question on liability by allowing alcohol at the clubhouse rentals.		Action: Ask the attorney if we are and is there something that could be signed to not hold chapman place liable.
Brick work at stoops that are leaning forward	Board reviewed bids and decided to go with Hatch Masonry. One unit was approved but if discounted with 3 then 3 would be done if \$6,000 or less.	Vote: motion by. Marianne hire Hatch Masonry to do the brick work on the stoops second by Sharon Q 5-0-2 Action: Contact bidders with the decision.
Parking lot striping & crack sealing	Board reviewed the 3 bid and decided to have Pioneer do both projects.	Vote: Motion by Harry to have Pioneer sealcoating stripe the clubhouse parking lot and seal the cracks, second by Sharon Q. 5-0-2 Action: Contact bidders to let them know the decision
Eagles fence project	Explained to the board it is time to make sure the fence isn’t rotten in the ground and that we should put another seal coat on the fence to protect it.	Action: Project for Gary H.
Termite traps	Explained the yearly maintenance cost on termite traps is \$7,375. Spraying twice a year for ants is a cost of \$2,400. Board reviewed options and decided to cancel the plan after this year.	Vote: Motion by Marianne to cancel the termite plan, second by Jim. Action: contact A1 in the fall to cancel.



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RFP – snow contract	<p>Board had homework to review the current snow contract and suggest any changes before going out of bid. Some topics were:</p> <ul style="list-style-type: none"> • Dealing with snow drifts • Dealing with ice storms • Storms over 12” driveways getting done twice • Day after cleanup • Process on calls from unit owners • Expectation from bobcat driver when resident pulls out of the driveway. 	Action: Gary to update snow RFP and present at the May meeting for final approval.
Review of Fire alarm testing 2018	<ul style="list-style-type: none"> • 4pm start • Maryann B. to make phone calls • Unit owners need to make sure there is access to the unit. No CPC involvement on site. • Reliable alarm to bring his own assistant • There will be a fee for a return visit if no access at scheduled time. Fee to reschedule will be \$100. 	Action: Notify Reliable alarm of the change
Paving project irrigation	Board discussed and irrigation will be done in house.	
Unit owner correspondence’s & guest(s): <ul style="list-style-type: none"> • Unit 64 – snow issues 		<u>All correspondences to be sent out within 7-10 days.</u> Unit 64 stated no written response needed.
FYI’s - <ul style="list-style-type: none"> • <u>Wo’s</u>: created 15 , open 22 • <u>CCR</u>: created 9, open 2 		



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Executive Session:

<p>Put Gary Heil on a seasonal payroll</p>	<p>Board discussed option and will put him on the payroll. Gary H. will have to submit a time sheet each time. An initial cap of 217 hours (\$5,000) and the board will review additional hours after that.</p>	<p>Vote: motion by Jim to put Gary H. on the payroll with limits, second by Marianne 5-0-2</p> <p>Action: Have Gary H. fill out a w9 and enter him into the payroll system. Also get him a bunch of time sheets. Create document for Gary H. to sign stating he will not file for unemployment.</p>
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Motion by Debra to adjourn the meeting, second by Harry, vote 5-0-2. 10:00 PM