



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
Oct 9, 2018, Regular Session**



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

Absent: Jim Smith

Visitor(s): unit 157

**APPROVAL OF BOARD MINUTES:** Motion by Linda to accept the minutes from the previous month with changes, second by Harry Vote 6-0

The meeting was called to order at 7:05 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.	
Review of action list		
Cd renewal 10/26/18		<b>Vote:</b> Motion by Sharon Q. to let the CD roll over with the new rate, second by Harry. 6-0 <b>Action:</b> Update tops bank title and GL title to 0421.
Resignation letter from Jim Smith		<b>Vote:</b> Motion by Debra to accept the resignation letter from Jim Smith, second by Harry 6-0
Election of officers		<b>Vote:</b> Motion by Sharon Q to nominate Linda Novelli as President, second by Harry 5-0-1 Linda accepted Motion by Sharon Q to nominate Ron St.Laurent as Vice President, second by Sharon P. 5-0-1 Ron accepted Motion by Sharon Q to nominate Sharon Pollitt as Treasurer, second by Harry. 5-0-1 Sharon P. accepted Motion by Debra to nominate Harry Shattuck as Secretary, second by Linda. 5-0-1 Harry accepted  <b>Action:</b> Update Trustees' document and have it registered at the Registry of Deeds.
Convert office lights to LED	We currently have 4 lights out in the office, recommendation is to convert lights to LED bulbs.  Bids include cutting the wires to bypass the baluster.	<b>Vote:</b> Motion by Sharon P to accept bid from Salafia Electrical, second by Linda 6-0 <b>Action:</b> Call contractor and schedule work
Rules & Regulations updates	Updates to rule 5.4, 4.21 and 8.2. These updates were approved in previous meetings. This approval is to accept the rules as they are written in the R&R document.	<b>Vote:</b> Motion by Debra to approve the rule modifications with changes, second by Ron 6-0 <b>Action:</b> update the master book and website



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Well	<p>It was presented to the board to think about putting the well irrigation back to city water.</p> <p>Some of the reasons for this include smell, sediment in the well water which clogs the main filter and some of the sprinkler heads. When the main filter clogs no water makes it to the lawns (major affect when there is no rain), this could occur at 3 am or 5 am and affects the watering until 7am when the filter is cleaned.</p> <p>There is a cost to run the well between maintenance, yearly cost of pellets, repairs etc.</p> <p>The big advantage of the well is the water is free.</p>	<b>Action:</b> Add to budget process for review.
Exclusive use areas	<p>Chapman Place has been maintaining a lot of the exclusive use areas to help keep up the appearance at Chapman Place. This has been done as a courtesy but is ultimately the owner's responsibility.</p> <p>The recommendation is to charge unit owners that don't maintain their exclusive use area.</p> <p>Front areas will continue to get bark mulch every year. The back area will be the responsibility of the unit owner. If they decide to put down mulch it must be the same mulch the association uses in the front – currently premium hemlock.</p>	<b>Action:</b> The Trustees need to finalize a process which will include auditing the areas and the fee that would be imposed for CPC to do the maintenance. Letter will be sent out via US mail to all unit owners explaining this process.
Lawn treatment	<p>Recommendation to review lawn treatment for next year. With a second round of grubs this year the board may want to schedule a second treatment.</p> <p>Also need to find out if there is a better way to control the weedy grass that loves to grow closest to the pavement (august heat) and then dies off in September.</p>	<b>Action:</b> Talk to Tru-green about additional treatments and cost. Present options to the board.
Snow season	<ul style="list-style-type: none"> <li>• The Board is discussing options for ice storms, if any. Ice storms bring rain/water on the main roads and then a quick freeze. Use of salt pellets is NOT effective on ice; new contractor uses a liquid product so we need to understand this application before pursuing other options.</li> <li>• It was verified with the contractor that they can be scheduled to do roof raking if needed.</li> </ul>	<b>Action:</b> Talk about this with the contractor when we have the pre-winter meeting reviewing the contract and expectations.
Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> <li>• Unit 39</li> <li>• Unit 164</li> <li>• Unit 207</li> </ul>		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none"> <li>• <u>Wo's</u>: 17 created, 16 open</li> <li>• <u>CCR</u>: 7 created, 2 open</li> </ul>		



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**Executive Session:**

No executive session		
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Motion by Debra to adjourn the meeting, second by Harry, vote 6-0. 9:27 PM