



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
August 14, 2018, Regular Session**



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

Visitor(s): Unit 91

APPROVAL OF BOARD MINUTES: Motion by Sharon Q to accept the minutes from the previous month, second by Debra Vote 7-0

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.	
Review of action list		
Budget 2019	<p>The board discussed whether or not to increase the condo fee next year.</p> <p>Factors considered:</p> <ul style="list-style-type: none"> • No increase in over 10 years. Last increase was \$6 in 2005. • In 2008 we deposited \$20,935 monthly to Capital Improvement Fund, then was reduced to \$18,767 /monthly and is currently at \$15,055.67 /monthly • Future project cost increases. 	<p>Vote: Motion by Linda to increase condo fees by \$10, second by Harry 5-2</p> <p>Action: Update the budget sheet to reflect the condo increase, add a line under reserve expenses called “Capitol Improvement Fund”</p> <p>Sharon P. and Gary to create letter to include in the annual meeting mailing.</p>
Garage panels	Does the board want to discontinue the garage panel service that is done in-house?	Vote: Motion by Debra to have Overhead Door do all garage panel replacements, second by Ron vote 7-0.
Guest pass fee	Board revisited this agenda item. There are only a few requested in a year and the board feels without the fee they have more discretion on denying the pass if needed	Vote: motion by Debra to re-track the vote on charging a \$25 fee for a guest pass, second by Sharon P. 7-0
Outdoor cats	There have been a few comments made by unit owners about seeing cats outside in the complex.	Action: Send letters to unit owners if we can find out the cat’s owner.
Phase II mass save program	This phase will have us collect the forms and submit them to Rise Engineering. For this phase to move forward there has to be at least 10 unit that sign up.	<p>Vote: Motion by Debra to start a phase II of the mass save program, second by Ron 7-0</p> <p>Action: Email forms out to the community and get forms to people without email.</p>
Wood or metal around cellar windows	<p>Cellar windows are the responsibility of the unit owner. Even the wood are metal around the window is the responsibility of the unit owner.</p> <p>The board, as a courtesy, will paint them on a per call basis.</p>	Action: Paint wood or metal as calls are received.



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Chimney inspections	<p>Sole proprietors are not required to have workman's comp. Board must vote to accept contractor's that do not carry this insurance.</p> <p>Chimney inspections are a courtesy that have been paid for and scheduled by Chapman Place. The financial responsibility is really supposed to be on the unit owner. This will continue while the price is reasonable.</p>	<p>Vote: Motion by Harry to pay for the chimney inspections this year as well as accept contractors Certificate of Insurance, second by Jim. 7-0</p> <p>Action: schedule new England Chimney Sweeps to do inspections (exclude residents that submitted waivers, no chimneys and gas inserts).</p>
Dryer vent cleaning	New England Chimney Sweeps now does dryer vent cleaning and a reasonable rate. \$60-\$80.	Action: send pricing out to all residents either by email or US mail.
Alarm testing	Discussed options for alarm testing with the board. Continue multi-year project putting low profile heat sensors in the kitchen with a limit of 2K.	Action: Have in-house helper work with Bob during alarm testing. These are additional hours to Gary's contract.
Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> • Unit 49 • Unit 96 • Unit 16 • Unit 170 • Unit 171 • Unit 16 • Unit 51 • Unit 175 		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none"> • <u>Wo's</u> : 32 created 27 , open • <u>CCR</u> : 20 created , 1 open 		

Motion by Ron to adjourn the meeting and go into executive session, second by Linda, vote 7-0. 9:30 PM