



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



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

Visitor(s): Unit 91, unit 157

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

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	<p>The board members reviewed the financial statements.</p> <p>Question about 7010 being so far off from the budget.</p> <ul style="list-style-type: none"> • Our insurance runs Nov to Nov so 2 payments of 16K will happen by the end of the year <p>Question on 8650 have a credit value.</p> <ul style="list-style-type: none"> • We do the newsletter in-house so there isn't much of a cost but we still put the advertising payments in this gl. 	<p>Action: remove GL 8650 newsletter and have newsletter advertising go into misc. income.</p>
Review of action list		
New contract for Community Administrator	Discussed new 3 year contract presented to Gary Z.	<p>Vote: Motion by Sharon P. to approve to new contract with minor changes, second by Linda 6-0</p> <p>Action: Sharon P. to update contract with minor changes and Linda present contract to Gary Z for signatures.</p>
Floors refinished in the clubhouse	The board was asked if they wanted the floors refinished over the winter.	<p>Vote: Motion by Harry to have all the floors refinished in the clubhouse by Gary Z second by Sharon P. 6-0</p> <p>Action: Gary Z to schedule the refinishing of the floors</p>
Send out a reminder of the condo fee increase starting Jan 1.	Along with this topic a full communication letter will be sent with other topics and also include the newsletter.	<p>Vote: Motion by Linda to send out a communication letter to all residents, second by Sharon Q. 6-0</p> <p>Action: Send communication letter, newsletter and Insurance confirmation notice out at the end of November</p>
Roofs- algae, moss, green medallions	<p>Buildings facing north and east with areas that don't get the sun have the problem with algae, moss and green medallions (lichens). These growths are caused by moisture and no sun. Most of it is harmless to the roof and it more of an esthetic issue.</p> <p>We have consulted our roofing company and they state there is no real data stating that moss/algae will cause damage to the shingles. They did state cleaning the surface can cause damage by removing the granules.</p>	<p>Note: This issue has already been addressed in the roofing specifications so when the time comes for roofing the appropriate steps will be taken to help this problem in the future</p>



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Gutter guards	Suggestion is to look at installing gutters guards in areas that get a lot of leaves and clogging.	Action: Install some gutter guards in a couple of trouble areas and monitor the area for a period of time.
Lawn treatment	Because of the second/late batch of grubs this year, recommendation to add a second round of grub killer in future years. It was recommended by Tru-green to apply potassium before the winter to help the grass root system in the spring.	Note: Motion by Debra. have a potassium application applied this year; add a 2 nd application of grub control to the yearly schedule, second by Linda 6-0 Action: Schedule the potassium application this year and add the grub control and potassium to next year's plan.
Snow contractor	<ul style="list-style-type: none"> 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. It was verified with the contractor that they can be scheduled to do roof raking if needed. 	Note: Talked about this with the contractor when we had the pre-winter meeting reviewing the contract and expectations.
2 catch basins are sinking	Bid from Dan's paving to repair both \$2,400	Note: Motion by Harry to have both catch basins fixed, second by Ron 6-0 Action: Schedule the repair with Dan's Paving.
Snow responsibility	Contractor is only responsible to remove snow from residents' driveways and sidewalks. Residents are responsible for maintenance on their driveways and sidewalks; this includes wind drifts after a storm, and sanding/salting walkways and driveways. Sand is available in barrels throughout the property. There is salt at the clubhouse entrance for residents.	Note: this information will go out in a communications notice.
Unit owner correspondence's & guest(s): <ul style="list-style-type: none"> Unit 88 Unit 16 		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none"> <u>Wo's</u>: 16 created, 11 open <u>CCR</u>: 14 created, 2 open 		

Executive Session:

No executive session		
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Motion by Linda to adjourn the meeting, second by Harry, vote 6-0. 9:10 PM