



Chapman Place Condominium Trust Board of Trustees Meeting Minutes April 11, 2017, Regular Session

ATTENDEES: Secretary Marianne Pierce; Treasurer Sharon Quinn; Harry Shattuck; Trustee Charlie Bartlett; Trustee Jim Smith; Community Administrator, Gary Zimmerman

Absent: President, Mark DeSorbo; Vice President Debra Brideau;

VISITOR(s): Unit 123

APPROVAL OF BOARD MINUTES: Motion by Marianne to accept the minutes from the previous month, second by Harry. 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.	
Review of action list	Action list reviewed	
Scheduled guests: <ul style="list-style-type: none"> • Unit 123 		
Resignation of Mark DeSorbo	Mark has submitted his resignation due to a new job that requires more of his time.	
Remove big oak tree at clubhouse parking lot in prep for paving project.	Cost would be \$600 which includes stump grinding. Additional cost for 3 small stumps approved if under \$200.	<u>Vote:</u> 5-0-2 motion by Sharon, second by Marianne <u>Action:</u> Contact Curtis tree that the bid was approved. Board also approved up to \$200 for 3 additional stumps to be grinded.
Online master deed and by-laws	Should we charge now that we have soft copies of the master deed and by-laws? Also talked about putting the documents on the website so people can get them. We would only charge if someone wanted us to print a full set hard copy.	<u>Vote:</u> Motion by Sharon, second by Harry 5-0-2 <u>Action:</u> Change price list to state email copies are free and put soft copy on the website.
Purchase of microwave for the clubhouse	Marianne, as office manager, approved the purchase of a new microwave with a \$200 limit.	Board was ok with this approved purchase which was within a trustee's approval limit.
Rules & Regulations	Continue to update Rules & regulations in hopes to have a final update ready for the annual meeting in September	
Finalize north entrance signage	The final color's and post selections have been voted on.	<u>Vote:</u> Motion by Marianne, second by Sharon 5-0-2 <u>Action:</u> Contact Add-a-sign to continue with the sign and the posts will be white.
Verizon phone contract	Suggestion to lower monthly bill and save \$40/month. Monitor monthly bill, if not saving then go back to previous plan.	<u>Vote:</u> motion by Sharon, second by Jim <u>Action:</u> Call Verizon and switch the plan.



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<p>Snow removal</p>	<p>Discussion around job that is being done this year. Suggested options put in front of the board</p> <ul style="list-style-type: none"> • Cancel contract at the end of the year • Cancel remaining contract and have the contractor on a 1 year contract • Cancel contract – go out for bid but include current contractor in bid using next year’s price (confirm with contractor) <p>Our contractor has been with us for roughly 9 years. Not sure what happened this year but felt we should give him 1 year to redeem himself or the board will go out for bid.</p>	<p><u>Vote:</u> Motion by Charlie, second by Jim 5-0-2 <u>Action:</u> Board approved canceling the remaining time on the contract and give him a 1 year contract. Ask Jason to come to the next meeting. Create new 1 year contract.</p>
<p>National grid notice on unoccupied units</p>	<p>Notice talks about getting the gas turned off on unit that are not occupied.</p>	<p><u>Action:</u> Call national grid and have them shut off gas to unit 97 and 148.</p>
<p>Paving project – clubhouse & driveways</p>	<p>Clubhouse bid was approved and find 1 or 2 buildings that have not had driveways completed but also do drainage.</p>	<p><u>Vote:</u> motion by Marianne, second by Sharon 5-0-2 <u>Action:</u> Contact contractor to state clubhouse has been approved but will not be scheduled until after the pool closes. The 2nd project has been approved with a budget limit – will be looking at bld 9 and possibly 11.</p>
<p>Collection resolution</p>	<p>Came across a collection resolution from 1996 that could possibly need some updating.</p>	<p><u>Vote:</u> motion by Marianne, second by Harry 5-0-2 <u>Action:</u> Review the resolution and propose a draft to the board.</p>
<p>Road stains last year from trash company</p>	<p>Some of the stains seem to be faded but not all. Not sure what the complex would look like if we sealed certain areas and not others. Talk to the contractor about a settlement and save the funds for possible issues down the road</p>	<p><u>Vote:</u> motion by Harry, second by Charlie <u>Action:</u> Talk to the contractor and see what they think of a settlement option and have them propose a settlement.</p>
<p>Order more garage panel, only 2 left</p>	<p>Cost for 2 8’ panels and 12 9’ panels is \$2,318.38</p>	<p><u>Vote:</u> motion by Marianne, second by Sharon <u>Action:</u> order panels from Overhead Door.</p>
<p>Unit owner correspondence’s & guest(s):</p> <ul style="list-style-type: none"> • Unit 123 • 71 • 76 	<p>Unit 123 stated no correspondence needed.</p>	<p><u>All correspondences to be sent out within 7-10 days.</u></p>



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FYI's - <ul style="list-style-type: none"> • <u>Wo's</u>: created 23, open 10 • <u>CCR</u>: created 10, open 2 		
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Executive Session:

	No executive session needed	
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Motion by Marianne to adjourn the meeting, second by Harry, vote 5-0-2. 8:30 PM