



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
October 13, 2020, Regular Session**



ATTENDEES: President Linda Novelli; Vice President Ron St. Laurent; Treasurer Sharon Pollitt; Secretary Harry Shattuck; Trustee Debra Brideau; Property Manager Gary Zimmerman

Visitor(s): none

The meeting was called to order at 6:30 PM

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the last meeting, second by Ron Vote 5-0-1

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		Action: Sharon asked Gary to look into why 8210 has a negative value this month
Review of action list		
Annual quorum	Because of covid-19 there was no meeting so all ballots were sent to the office. 71 were received so quorum was reached.	Vote: Linda put a motion on the floor to move to elect the slate of candidates, second by Ron. 5-0 Action: Update all documents to reflect Harry Shattuck voted onto the board and his new 2 year term
Election of officers	The Board talked about anyone wanting to change or run for a position. Everyone felt leaving things the same was fine	Vote: Linda put a motion on the floor to move to elect the slate of officers as they are now, second by Sharon. 5-0 Action: check with Lawyer to see if anything needed to be recorded
Reserve study update	Waiting for 1 st draft, had a couple of follow up questions.	
New website	New website was launched 1 week prior to the meeting. Seems to be running fine; no issues reported to this point.	
South entrance signage	Continue to talk about options for the south entrance: <ul style="list-style-type: none"> • Just like other entrance – double sided sign • Single sided sign in front of brick wall • Remove wall? • Reface wall with more up to date brick? • Where to put the sign? 	Action: Continue to take pictures and bring options to the board for review
Book swap	<ul style="list-style-type: none"> • Continued to talk about the book swap. • Gary donated a small book shelf that could be used. • Concerns about swapping of books with the current environment 	Action: Move forward with Gary’s book shelf. Build doors with Plexiglas to protect from the elements. Area for book swap will be to the left of the clubhouse entry door.



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Annual packet questions	<ul style="list-style-type: none"> • Correction on budget GL #9658 should be \$35,550 • Is siding done? <ul style="list-style-type: none"> ○ Last annual meeting Gary put up a proposed 23 year plan. Some improvements may not be done in a year but continue another year. 13 more buildings need siding, plus the clubhouse. • Cutting back on security? <ul style="list-style-type: none"> ○ The price difference over the years has been because of paving projects and canceling the service while the project is going on. • Which roofs are getting done? <ul style="list-style-type: none"> ○ Proposed in the budget meeting was to do buildings 1 & 2. 	
Unit owner correspondence	<p>Unit 157 handrail request Unit 99 Tree removal request because of the driveway and berry being very slippery. Granddaughter almost slipped and fell. Unit 225 – questions on the 2021 budget</p>	<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - <ul style="list-style-type: none"> • <u>Wo's</u>: created 9, open 11 • <u>CCR</u>: created 17, open 1 		

Executive Session:

executive session	nothing	
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Motion by Linda to adjourn the meeting, second by Harry, vote 5-0. 8:15 PM