



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
December 8, 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 6:28 PM

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

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		
Review of action list		
Decks/patios	Gary Z. mentioned seeing a few decks/patios that should be cleaned. We currently only address this when a unit is sold, we should audit the complex and have people clean them periodically	
South entrance signage quote	<ul style="list-style-type: none"> <li>City approved signage and Add-a-sign sent a quote</li> </ul>	<p><b>Vote:</b> Motion by Sharon to approve the quote from add-a-sign for the south entrance, second by Ron vote 5-0</p> <p><b>Action:</b> Contact add-a-sign to continue on with the project</p>
Boxed Sears bench	There is 2 boxes in the cellar, small sears workbench that has been there for over 14 years. Suggestion is to give the boxes to Gary Heil for all the nice work he has been doing over the years.	<p><b>Vote:</b> Motion by Sharon to give Gary Heil the Sears workbench boxes, second by Linda vote 5-0.</p> <p><b>Action:</b> Have Gary Heil pick up the boxes.</p>
Building “BLDG” sticker	Put different samples on the building for the board to look at 2 ½ letters and 3” letters	<p><b>Vote:</b> Motion by Debra to put 2 ½” stickers “BLDG” above the building numbers, second by Sharon vote 4-1.</p> <p><b>Action:</b> Order the stickers from add-a-sign.</p>
Il Camino land on north side of building	<p>Il Camino has approached us about purchasing some land. Gary told him he would approach the board on his request.</p> <p>We did consult with our lawyer about options and they were presented to the board.</p> <p>This section of land has no value to Chapman and would have no visual impact on any of our buildings.</p>	<p><b>Vote:</b> motion by Harry to contact Il camino that the board will consider selling but will need to see an offer price first, second by Linda vote 5-0.</p> <p><b>Action:</b> Send notice to il camino on taking the next steps.</p>



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Change to rule 6.2	<ul style="list-style-type: none"> <li>No Signage is allowed on any vehicles. Changed to</li> <li>No signage is allowed on any vehicles, except those used by emergency personnel.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Business vehicles are NOT allow to park overnight without permission from the Board of Trustees.</li> </ul> <p>Changed to</p> <ul style="list-style-type: none"> <li>Contractor trucks, Campers and alike vehicles are NOT allow to park overnight without permission from the Managing Agent.</li> </ul>	<p><b>Note:</b> motion by Sharon to accept 6.2 modifications with changes as noted, second by Harry vote 5-0.</p> <p><b>Action:</b> modify master copy of R&amp;R for rule 6.2</p>
People that share a driveway	<p>It's been noticed that some people that have shared driveways are not moving their cars when its snow removal time.</p> <p>It's not fair to the other person if people do not move their car and snow is left for days</p> <p>Recommendation is to send violations if people do not move their car and do not at least shovel the middle section of the driveway that the plows can't get to.</p>	<p><b>Action:</b> Monitor these areas, start with a verbal and then send violations if needed.</p>
Unit owner correspondence	Unit 88- pine tree issue Unit 100- parking issue	<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>: created 8, open 5</li> <li><u>CCR</u>: created 7, open 1</li> </ul>		

**Executive Session:**

executive session	nothing	
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Motion by Sharon to adjourn the meeting, second by Linda, vote 5-0. 8:10 PM