



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
February 9, 2021, 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 Linda 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		
Siding that needs cleaning		Action: perform audit to identify areas that need cleaning.
New siding outside corners	Seeing a lot of the outside corners breaking this year. Seems they are made a little flimsy, have call into the contractor.	
South entrance signage	Electricity is ready for the new sign and the posts are in. Just waiting on the new sign to be made.	
Tops (condo software)	Yearly support increased \$25/mo	
Updated capital plan	Last roofs were done in 2012 and the current bid reveals the cost has almost doubled to re-roof buildings.	
Reserve study	How the board wants to communicate the reserve study was done and that the recommendation is a slight increase to be fully funded.	Action: Put something in the newsletter and if there is an annual meeting it will be mentioned there.
Roof bids	<p>Bids submitted to the board.</p> <ul style="list-style-type: none"> • Needed to decide on siding color of bld 1 before picking shingle color • Should bld 1 rakes be done the same as bld 2? Rakes being re-done with pvc boards to avoid carpenter bees in the future. 	<p>Vote: Motion by Linda to accept the bid from SPS and for bld 1 include the same rake specs as with building 2. Also board voted that the siding should be the same as building 2 (tan), second by Harry vote 5-0.</p> <p>Action: Talk to SPS about getting the bid.</p>
Roof shingle colors	Trying to narrow down 2 shingle colors for the complex. One color for grey siding and another for tan siding. It was down to 2 colors for tan buildings – Resawn Shake (very close to what is on bld 3,19, 21...) or Heather blend	<p>Vote: Motion by Harry to use Resawn Shake shingle color on tan buildings, second by Debra. Vote 3-2</p> <p>Action: Have contractor order supplies and set a schedule</p>



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Pool plans	<p>Needed to gather thoughts about whether the plan is to open the pool this year and getting a game plan together.</p> <ul style="list-style-type: none"> • How to deal with covid-19? • Adjusting hours to the pool? • Limit # in the pool • Limit time at the pool if more people come to the pool than chairs allow. • No toys allowed in the pool. • Other? 	<p>Action: Create a draft plan for rules to have for the pool because of covid-19. Also contact the board of health to see if they have any guidelines for pool openings.</p>
Avidia bank	<p>There was a day last month the bank was closed and we could not make a deposit. The next closest bank was in Hudson.</p> <p>The concern was brought up about not having a backup branch close by if this happened again and for a possible lengthy time frame.</p>	<p>Vote: Motion by Linda to switch banking over to Rollstone Bank, second by Harry. 5-0</p> <p>Action: Talk to Rollstone Bank on creating the proper accounts and start the transition.</p>
Unit owner correspondence	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>: created 17, open 8 • <u>CCR</u>: created 11, open 1 (2 months of data) 		