



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
March 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		
Mailing payments out	We have had 3 cases of late payments due to mail delay over the last couple of months. Just wanted the Board to be aware in case it continues.	
Pool	<ul style="list-style-type: none"> • We are down to 2 lifeguards at this point • With minimum wage raised do we want to raise the rate for the lifeguards • We may need to use gatekeepers. • Review the pool guidelines for 2021 based on covid 	<p>Vote: Motion by Linda to increase lifeguards pay to \$16.00/hr, second by Ron. 5-0</p> <p>Action: update payroll and make modifications to the guidelines based on feedback.</p>
South entrance	<ul style="list-style-type: none"> • Remove pillars? • Choose new facade stone 	<p>Vote: Motion by Sharon to keep the pillars, use stone option #1 that was presented and do work in-house , second by Linda. 5-0</p> <p>Action: Schedule brick work.</p>
Roofing project bld 1 & 2 update	<ul style="list-style-type: none"> • Deposit sent • Contract signed • Both buildings will be done at the same time 	<p>Action: When date is set, send notification to both buildings</p>
IL Camino land bid	<ul style="list-style-type: none"> • IL Camino submitted an offer to purchase land on the north side of their building. • Board reviewed the offer letter. • Gary reviewed the land with the assessor. 	<p>Action: talk to Rick at Il Camino so he understands what we have to do to get approval (75% of the owners and approval from the banks) and rough estimate cost from the lawyer to send a letter to all lien holders.</p>
Bank transfer	Papers signed for signature authority. Sharon will be the manager of the account at Rollstone bank	<p>Action: Bring paper work to RBT and proceed with next steps. Will need 2 checks to deposit to open the checking and reserve acct.</p>



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Fire testing	<p>Gary has been talking to the state fire marshal's office about our heat sensors' devices that we use. The low profile has to be tested every 15 years, 1 out of each 100 has to be tested.</p> <p>It seems if we get the low profile heat sensors installed in all the attics then we won't have to go into the attic every other year.</p> <p>Gary is also researching how often the panels need to be tested if we had low profile sensors in every unit. Inside testing might not be needed every year.</p>	Action: Gary to continue investigating and will propose this project at the 2022 budget meeting.
Unit owner correspondence	Autumn park letter from acting president.	<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 4, open 9 • <u>CCR</u>: created 6, 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