

CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

Office Hours: Mon, Wed, Fri 10am-2pm

Fall 2020

Chapman Place Trustees

Linda Novelli (President)	Sharon Pollitt (Treasurer)
Ron St. Laurent (Vice President)	Harry Shattuck (Secretary)
Sharon Quinn	Debra Brideau

To view the minutes of past meetings, visit our website at

www.chapman-place.com

- ⇒ Monthly meetings are held on the 2nd Tuesday of every month. All are welcome but if you have an issue you must contact the office at least 1 week prior to get on the agenda.
- ⇒ **2020 Holiday trash schedule** is on our website
- ⇒ No clubhouse rentals available between June 1st and Labor day.

Chapman Place Information Block

Covid19

First we would like to say we hope you and your family are safe and healthy. These are unique times for sure but we will get through it. Not much has changed as far as Covid-19 and Chapman Place other than the following is staying in place:

- No clubhouse rentals until further notice.

Quorum

Thank you all for sending in your ballot sheets. We are happy to announce we reached quorum and Harry Shattuck has been voted in for another 2 year term.

Board openings:

There are 2 open seats on the board. The meetings are held the 2nd Tuesday of every month starting at 6:30pm and usually finishes between 8-9pm. If you are interested in joining the board we ask that you observe a couple of meetings before you decide to join; please contact the office if you are interested in joining the board.

Parking

Parking at Chapman Place continues to be the number 1 issue here. Anyone can report a parking violation as long as they include a picture. The person reporting the issue will remain anonymous. Once the office receives a notification on parking we will look in to it further to understand if it is truly a violation but it may take some time to figure out which unit could be in violation. There is more that goes on behind the scenes than people realize but one thing we have to do is stay consistent with violations. People have excuses and often accuse the office of singling them out. We follow up each call to understand what is going on but if people are violating the rules then they will receive a violation and/or a fine. People should understand the rules around visitor parking; Rules and Regulations Section 6 has most of the rules regarding parking within Chapman Place.

Mouse traps

While Gary was working the paving project on bld 17 he saw a couple of mice run across the road. Gary suggests people start setting traps in the garage and cellar. The best way to control mice is to kill them; the safest way is to use a mouse trap, not bait. If bait is used and they die somewhere in the house, it will smell for weeks.

TOTES

It has been observed that people are putting their totes outside to early. Per the rules section 8.1 totes can be put out 1 hour prior to dusk the night before trash pickup and must be put back into the garage by midnight of the trash pickup day. Failure to do so will result in violations and fines.

- ⇒ This doesn't mean you can take your tote out of the garage and put it on your sidewalk the day before.
- ⇒ This doesn't mean if you have a garden ranch you can store it on your patio.

New web site: A new web site will be launched within a week, if you see any issues please contact the office.

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Chapman Place Information Block (cont)

Recycle is for household material ONLY:

- ⇒ Paper, cardboard, glass & cans.
- ⇒ Cardboard should be cut up into 3x4' pieces or smaller. If you have a lot of pieces of cardboard, place them between the totes.
- ⇒ Boxes take up a lot of room; please flatten them.
- ⇒ If you are caught dumping other material you will be charged a FEE to dispose of the items; minimum charge \$25

STRYOFOAM is NOT recyclable; people continue to dump this material in the totes.
Blinds, comforters, plastic bags, golf bags, wood items, toilet seats, etc. are NOT recyclable.

We have been very forgiving over the months with residents dumping non-recyclable material in the totes. People continue to do this so now we will be sending violations when they are caught.

All this takes up employees' time which ends up costing Chapman Place money. This also takes up space within the totes which are pretty full every week.

Remember, there are cameras watching the recycle area.

Rule change: 8.1 Unit owner Totes

- Trash shall be placed outside at the end of unit's driveway no earlier than 1 hour prior to dusk the evening prior to trash pickup and put back into the garage or designated area by midnight after pickup.
- Trash should be put out by 7am on trash day to be sure of pickup.
- The trash should be bagged separately within the tote.
- The trash barrel shall remain in the garage except when it is trash day.
- Any unit without a garage shall use their designated area only.
- Call the managing agent to find out if trash is delayed due to a holiday or visit the Chapman Place web site.

Rule change 4.15: Plants & Shrubs

Unit owners/tenants are responsible for plantings within their exclusive use areas. If you are unable to care for these plantings each year please contact the Managing Agent and arrangements can be made to maintain the area for a fee.

NO changes to the exclusive use areas can be done without approval from the Managing Agent except for the following:

- Planting of small, purely decorative plants in your exclusive use only. Please refer to section 4.3 within this document for a definition of exclusive use areas. **Planting is not permitted on the lawns.**
- No flowers or plantings should exceed 3' in height.
- You may plant vegetables in movable pots and keep them in your back patio area. There is absolutely **no vegetable planting in the ground.**

Any changes to the exclusive use areas in the units, front or back, beyond dirt/bark mulch and small plantings, will need a Landscape Resolution form filled out for approval by the Managing Agent. Any un-authorized changes will result in removal of the changes at the owner's expense. Call the Managing Agent if you are unsure if approval is needed for changes you are planning.

NOTE: Nothing shall be constructed, altered, or removed from the Common Areas. Call the Managing Agent to create a work order for any issues in the common areas.

Rule change 4.16

No resident shall take any action or permit any action to be taken that will impair the structural soundness, integrity, or safety of any structure in the building or elsewhere in the condominium. Permission for structural changes to a unit must be approved by the Managing agent or a Trustee by filling out a home improvement form available at the office.

NOTE: *Anytime you want to do ANY modifications in your unit you should call the managing agent to see if you need to fill out a home improvement form and/or need to get a building permit for the work.*

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Hiring a contractor

Chapman Place will be getting more strict when unit owners hire a contractor. You need to make sure they are fully insured, which includes workman's comp. When you fill out a home improvement form you must include their certificate of insurance which needs to include workman's comp. Depending on the work, a copy of the building permit should also be included. **ALL Furnace/Air conditioner replacements will require a copy of the building permit prior to the home improvement sign off.**



- ⇒ Speeding—we get reports about people speeding around the complex. There are children and people that walk around the complex. Please keep your speed down.
- ⇒ If you see any branches hanging or any siding flapping around, call the office.
- ⇒ There is no soliciting at Chapman Place. If there is someone in the complex walking around, you should tell them to leave or tell them you will call the police.
 - ⇒ Ask them if they are registered with the police department.
- ⇒ Dryer vents should be cleaned every 1 to 2 years.
- ⇒ If we have a large amount of snow on the ground, make sure your dryer vent is clear especially if you have a gas dryer.
- ⇒ A CO detector will save your life; make sure you have one on every level of your unit.



**DON'T LET YOUR DRYER
START A FIRE. . .**

Did you know? **Dryer Fires are the #1 cause of house fires.**

Clean your dryer vents annually to prevent a house fire.

Vendors

These companies advertise here for a small fee which offsets the publication cost of this newsletter. Certificates of Insurance are on file at the office. These listings do not necessarily constitute endorsement of the Board of Trustees.

Garage Door Repairs

Overhead Door Co. of Leominster (978)537-9932

Heating/ Air Conditioning

Cam's Heating Company (978)534-2333

Electrical

David Litalien (978)602-4114

Realtor (Coldwell Banker)

 MaryAnn Bonneau (978)618-9699

Windows and Doors

J.C. Vinyl Siding (978)537-6768

Dryer vent Cleaning

Dryer Vent Wizard (508)556-1500
Centralmassdryervent@gmail.com

Standard Procedure for reporting issues or if you have a question.

- ◆ If it is a life-threatening situation call 911.
- ◆ If it is a non-life threatening situation, contact the office to report the incident either by phone (978)537-8041 or by email 1chapmanplace@gmail.com
- ◆ If your call is after hours, it will be returned at the earliest opportunity.
- ◆ If required, the office will create a work order.
- ◆ If a non-life threatening situation occurs after hours, unit owners should take the appropriate action to protect their property by contacting a responsible professional who specializes in the type of emergency.

Note: Do NOT call trustees or employees directly.



Leominster Police
Emergency 911

Non-Emergency:
(978) 534-7650

Clubhouse Rental

Large family and small kitchen? Book your parties at the clubhouse by calling 978-537-8041. There is a low \$75.00 rental fee plus a \$100 security deposit. 50 people limit. If the facility is left clean, no parking issues, no playing in the common areas and clubhouse undamaged, the security deposit will be returned to you. Don't delay, book today!

NOTE: No clubhouse rentals from June 1st to Labor day.

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Grills

- Per our insurance company charcoal grills of any type are NOT allowed on the property.
- Per our insurance company gas grills cannot be used or stored on the patios/decks.
- Gas grills must be at least 10' away from the buildings or any combustible material when in use.
- Unit owners will be financially responsible for any damage caused by a grill.
- If you have questions, please call the office.

HOME IMPROVEMENT

Certain home improvements require a home improvement form to be filled out. This form along with pictures helps you as the owner in case there is a claim. If the improvement is not on file the insurance company could refuse the additional cost of the upgrades. If you are unsure if you need to fill out the form, just call the office.

Smoke and Carbon Monoxide (CO) Detectors

- Testing is the unit owner's responsibility.
- The annual testing that is done by CPC is for the heat sensors in your attic, kitchen and garage only.
- All units have hardwired smoke detectors at each level
 - Smoke & CO alarms should be replaced every 8-10 years.
 - When buying new smoke detectors you should consider buying a combination smoke/CO detector. Smoke and CO detectors have the same life span.
 - It is a Massachusetts law that you need a smoke and CO detector in your unit and you should have 1 on every floor. The law is enforced when you sell, but this is a lifesaving instrument.
- If you have any questions about smoke or CO detectors you should call the fire prevention office in Leominster (978)534-5950.



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<i>Fee</i>	<i>Description of Paperwork</i>
\$75	6-D Notarized (required when selling)
\$50	Financing Bank Form Only—Balance sheet and budget included
\$50	Refinancing Only 6-D Notarized
\$50	Copy of Master Deed, By-laws and Rules and Regulations
\$10	Minimum charge for any request for copies done at the office
	Any request to mail the documents will have an additional shipping & handling charge

Contractors

- ⇒ Contractors are on the property to do a job based on their contract.
- ⇒ If you have issues or questions about the contractor you should contact the office, not the contractor.
- ⇒ If you have issues or questions about a contractor's work, you should call the office so all concerns can be logged.
- ⇒ Contractors have been told not to stop working if unit owners approach them with questions. They are instructed to tell you to call the office.