

# CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

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

Winter 20/21

## Chapman Place Trustees

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

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

[www.chapman-place.com](http://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.
- ⇒ **2021 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. With these unique times we have had to make some adjustments like everyone else.

- New office hours 10am-2pm
- No clubhouse rentals until further notice.
- No guests will be allowed at the monthly meetings until further notice

### Book Sharing

As a lot of you already know we started a book sharing cabinet at the clubhouse. People have already started dropping off books and it seems to be going pretty well so far. Please stop by and drop off a book or two or stop by and pick up a book or two.

### Home improvements

We can't say this enough. If you are going to do improvements to you home, call the office. We have had contractors come in that do NOT have a gas fitting license; we have had plumbing done with no permit; we have had people order the wrong type of windows. Approvals are put in place to protect Chapman Place and you as the owner. These things are NOT acceptable and we could have the work reversed if the proper paperwork is not submitted. If you aren't sure what you need to do, it is best to call the office or just fill out a Home Improvement form for the work you are doing and the office will contact you to tell you what else might be needed.

### Shared Driveways

If you share a driveway and you do NOT move your car(s) during snow removal, it will be your responsible to remove the snow between your vehicle and your neighbors area. If you fail to do so within 24 hours after the storm is over you will be in violation which will lead to fines.

It is not fair to your neighbor that you do not move your car to have both driveways cleared of snow.

### Cleaning decks and privacy fences

With all the inspections being done when a unit is being sold, it has been observed that decks and privacy fences are not being cleaned. An audit was done and there are a lot of decks/patios/privacy fences loaded with mildew and dirt. Currently this does not stop a unit from being sold but this will be addressed at a future board meeting.

Per the governing documents unit owners are to maintain their exclusive use areas, this includes decks, patios and privacy fences.

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## Chapman Place Information Block (cont.)

### Recycle

People continue to bring non-recyclable items to the recycle area. This constitutes a violation which carries a minimum \$25 fee.

### Christmas decorations

Just a reminder; Rule 4.9 states major holiday decorations must be removed by the end of the second weekend in January.

### 2021 Major Projects

**Paving**—The last buildings needed to have drainage and driveways done are building 14 & 15. The driveway at unit 53 will also be done.

**Roofing**—Its time to start roofing some of the roof done prior to 2006 are not looking good. This year we are getting bids on buildings 1 & 2.

### Communication updates

We send this newsletter and other communications out via email. If you didn't receive an email with this newsletter then we either have the wrong email or no email on file. Please call or email the office if you want your email on file so you can receive communication updates.



**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

#### **Chimney cleaning :**

Certified Chimney Solutions (978)489-5100

### **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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## 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.**

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- ⇒ Parking is the #1 issue around the complex.
  - ⇒ Parking fines are \$25.
  - ⇒ During a snow storm, no parking is allowed in visitors' parking other than at the clubhouse. Once the snow has stopped and you see the visitors' parking clear, feel free to return to the visitor parking areas.
  - ⇒ The Board of Trustees are NOT the police; they will uphold the Rules & Regulations as they are reported to the office.
  - ⇒ If you see something say something. You can take a picture and report the time to the office (include the unit number if known). You will remain anonymous.

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- ⇒ 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.

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

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Recycle is for household material—

- ⇒ 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, not a fine, for the cost to cleanup what you have done.



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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.

**Office Hours: Mon, Wed & Fri 9AM to 1PM**  
**Office Phone: 978-537-8041**  
**Email: 1chapmanplace@gmail.com**

<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.