



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
April 13, 2021, Regular Session**



ATTENDEES: President Linda Novelli; Vice President Ron St. Laurent; Treasurer Sharon Pollitt; Trustee Debra Brideau; Property Manager Gary Zimmerman

Absent: Secretary Harry Shattuck

Visitor(s): none

The meeting was called to order at 6:27 PM

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the last meeting, second by Linda Vote 4-0-1

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		
Review of action list		
Investigate whether the city should be picking up our trash.	Found out that the taxes for the common land within Chapman Place are built into the unit owners' taxes. This raises the question as to why the city doesn't pick up our trash if we pay the same taxes as everyone else.	Action: No rush because our current contract is for 2.5 more years so investigate when spare time is available.
Pool	<ul style="list-style-type: none"> • Reviewed lawyer's response/suggestions • Reviewed guidelines Gary created for unit owners and for lifeguards/gatekeepers • Should gatekeepers get a little more than min wage? 	<p>Vote: Motion by Linda, to have the lawyer create a waiver form that will be required to enter the pool and to pay the gatekeeper \$14/hr, second by Ron 4-0-1</p> <p>Action: Have the Lawyer create a waiver form for the pool. Update the guidelines as discussed in the meeting. Try to fill the last available time slots with lifeguard or gatekeeper. Order and create appropriate signage related to covid.</p>
Clubhouse rental	<p>Do we want to open the clubhouse to rentals?</p> <p>Discussion; too much is still going on with covid, and there are still some indoor restrictions.</p>	<p>Vote: Motion by Linda not to have the clubhouse available for rentals at this time, second by Ron. 3-1-1</p> <p>Action: Let Maryann know the decision and update the newsletter.</p>
2 nd hand smoke/noxious fumes	Discussed if any rule or by-law should be put in place for 2 nd hand smoke/noxious fumes. There were some HOA articles that had put some restrictions around smoking outside.	<p>Vote: Motion by Sharon to ask our Lawyer if there is anything that could be done about second hand smoke/noxious fumes, second by Ron 4-0-1</p> <p>Action: Send email to our lawyer asking if anything could be done with second hand smoke/noxious fumes</p>
Bank transfer update	We have new checks, new deposit slips, new credit card and new "for deposit only" stamp	Action: Next month have Maryann start putting the deposits into the new bank and change payroll over to withdraw from the new bank.
Paving bid for bld 14/15 and unit 53	Submitted bids for review	<p>Vote: Motion by Linda to accept the bid from New ERA, second by Sharon 4-0-1</p> <p>Action: Setup CPC contract for contractor to sign and schedule the work.</p>



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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 13, open 12 • <u>CCR</u>: created 7, open 1 		

Motion by Linda to adjourn the meeting, second by Debra, vote 4-0-1. 8:45 PM