



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
May 11, 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 6:25 PM

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the last meeting, second by Ron 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		
4 patios have cracks and need to be done over	Suggestion to try to re-surface with special blend cement and see if it holds up. Would be a lot cheaper than digging up the patios and doing a re-pour.	Action: Try it out on unit 90 and see how it turns out.
Old vinyl decks	<ul style="list-style-type: none"> The original wood decks that were replaced with the first so called vinyl decks are failing. They were made with wood fibers and are swelling and are getting beat up by the sun. Replaced deck on unit 103 in-house and it came out great. Also all the stringers seem to be in bad shape and should be replaced 	<p>Vote: Motion by Sharon, to have all the decks boards and stringers replaced on building 11, second by Linda 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