



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
June 8, 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 held remotely

**APPROVAL OF BOARD MINUTES:** Motion by Linda to accept the minutes from the last meeting, second by Ron 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		
Pool	Review all the documents submitted – cover letter, covid pool guidelines, pool rules, waiver form.  With some restrictions lifted, Gary had to modify a lot of the guidelines that were originally agreed upon.	<b>Vote:</b> Motion by Linda to accept documents for the pool and implement any/all guidelines for the pool to open, second by Ron. 5-0  <b>Action:</b> Send email communications with all documents to people with emails and send to others via USmail. Review process with lifeguards.
Annual meeting	Due to covid restrictions, does the board want to plan on having an in person annual meeting barring anything changing by the time the meeting is held	<b>Vote:</b> Motion by Linda, to plan on having an in-person annual meeting, second by Ron 5-0  <b>Action:</b> Submit all the needed documents in the July meeting for review.
Plowing bids	<ul style="list-style-type: none"> <li>• Did not receive 3 bids.</li> <li>• Board didn't find a need to try to go out for more bids. They were ok with our current snow contractor.</li> </ul>	<b>Vote:</b> Motion by Linda to renew the snow contract with NE Acreage – our current contractor, second by Sharon. 5-0  <b>Action:</b> Get contract ready for signing
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – <ul style="list-style-type: none"> <li>• <u>Wo's</u>: created 13, open 12</li> <li>• <u>CCR</u>: created 7, open 1</li> </ul>		

**Executive Session:**

executive session	nothing	
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Motion by Linda to adjourn the remote meeting, second by Ron.