



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
July 13, 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): Unit 60

Meeting called to order at 6:30pm

APPROVAL OF BOARD MINUTES: Motion by Debra to accept the minutes from the last meeting with modifications, second by Harry Vote 5-0

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense --budget 2022	2022 budget submitted to the Board by Sharon and Gary	Vote: Motion by Sharon to accept the 2022 budget, second by Linda. 5-0 Action: Put 2022 budget with annual meeting documents to be mailed to all unit owners.
Increase monthly transfer		Vote: Motion by Sharon to increase the monthly transfer to \$18,700.00, second by Harry. 5-0
Review of action list		
Annual meeting	Board reviewed all the documents	Action: Modify all documents to reflect the selected date for the meeting, modify agenda and create final draft for approval at August meeting.
CD rates	Closed 1 of the Avidia CD's and moved money over to Rollstone bank. Presented the rates to the Board. The money market rate is higher than the CD rates up to 2 years so would gain same interest keeping it in the money market acct.	Vote: Motion by Sharon to leave the money in the Rollstone money market account, second by Linda. 5-0
Unit 79 fire	Accountant asked to have the Board vote to close out the fire liability at unit 79. Unit owner has sold the unit so there should be no more claims on this unit.	Vote: Motion by Linda to close out the fire liability account, second by Harry. 5-0 Action: Notify the accountant and get all the necessary GL entries to close this out.
Removal of old Chapman Place street sign at north entrance	Since the new sign is in place next to unit 17, recommend removing the Chapman Place street sign next to unit 2.	Action: Remove sign and post
Chimney inspections	Recommendation is to wait until the spring of 2022 to do the process for chimney inspections.	Action: Wait until next year to start the process
Clubhouse rentals	Recommendation to start clubhouse rentals after labor day and also raise the fee to \$100.	Vote: Motion by Linda to start clubhouse rentals and increase the rental to \$100, second by Debra. 5-0 Action: Modify documents and include note in newsletter.



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South fence with accident	<p>We received the settlement check but only pays for fence from the brick wall to the pine tree.</p> <p>Recommendation to replace the 1st section of fence (137') and the angled fence (28').</p>	<p>Vote: Motion by Harry to replace the 1st and 2nd set of fence as long as price is below \$15,000, second by Ron 5-0</p> <p>Action: Get a new quote from B&B fence to make sure there are no major price increases for supplies.</p>
Pool	<p>Review pool covid guidelines</p> <p>Recommendation to remove guest restriction and verbal sign in.</p>	<p>Action: Remove the 2 restrictions mentioned from the guidelines and put new document at the pool. Send out communications</p>
Noxious fumes	<p>We have had multiple reports of fumes entering units from other units. Everyone has their legal right to smoke but we are not sure about the second hand smoke rights. Also do we need to update any rules on growing of marijuana?</p>	<p>Vote: Motion by Linda to consult our lawyer concerning noxious fumes and growing marijuana, second by Ron. 5-0</p> <p>Action: Consult with the lawyer on noxious fumes and growing marijuana.</p>
Unit owner correspondence		<p><u>All correspondences to be sent out within 7-10 days.</u></p>
<p>FYI's –</p> <ul style="list-style-type: none"> • <u>Wo's</u>: created 19, open 18 • <u>CCR</u>: created 6, open 1 		

Motion by Linda to adjourn the meeting, second by Harry. 5-0 8:45pm
(this is after 1 agenda item for executive session)