

# CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

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

Spring 2021

## 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

### CO Detectors

Chapman Place can not stress enough about having COs on every floor in your house. The best option is to have a combined smoke/CO detector where your smoke is currently on every floor. The best model is the one that comes with the 10 year battery so you don't have to worry about replacing batteries every year.

We could have had a very sad situation here in the middle of March if one of our residents didn't have CO detectors. Their furnace went hay wire around 4am setting off the CO detector. National Grid had to be called in because it was a CO and a gas leak issue. If the COs didn't alarm them, the family of 4 would probably not be with us today.

Gary would also recommend a gas detector. If you had a gas leak neither the smoke nor CO detectors would alarm you. Is your life worth less than \$300 of detectors?

### Pool

- We are looking to open the pool this year with restrictions.
  - Pool Hours reduced 11am-6pm
  - Time restrictions in the pool and around the pool if capacity reached
  - No toys in pool
  - If you owe Chapman Place more than \$500 you can NOT use any of the amenities.
- You will receive an email and a letter explaining the new restrictions/rules in the near future.
- Covid has made it difficult so please be patient and understand with the new restrictions/rules.

**(all rules will be subject to change at anytime)**

### Updated reserve study

We had an updated reserve study completed at the end of last year by Kipcon. In summary, it was stated we are in very good financial shape but it does mention being a little short on fully funding the reserve fund.

Just to give you an idea of price increases for capital improvements, to replace a roof in 2012, a 10 unit building cost \$50,000; in 2021 it is costing Chapman Place \$83,500.

We do things a little different than most condo associations. For example, Fall Brook Condos and Wildwood Condos just spent over 4 million dollars on renovation projects. Because of this, they have either added an assessment or increased their condo fees. Both condos have a monthly fee over \$400/month.

At Chapman Place we spend/budget on average \$185,000 every year on capital improvements.

# CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

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

## Chapman Place Information Block (cont.)

### Mowing

Grass clipping on decks and patios will occur. The landscapers should do their best to remove grass clippings but in some cases there could be too many items on the deck/patio. The landscapers are instructed not to go on patios or decks with a lot of items on them so that they don't damage anything. If you find your deck/patio is a mess with grass clippings after a mowing, call the office and someone will come to look at it.

### Spring cleaning

We have been paying closer attention to decks and patios when a unit has been sold. Decks/Patios are the responsibility of the unit owners to keep clean. Gary Heil can be hired to clean your deck/patio/fence for a fee. This is done on Gary Heil's personal time (\$45 decks, \$40 patios, \$55 for decks with walkouts). You can call the office and we will contact Gary H. with your info.

### 2021 Major Projects

**Paving**—The last buildings needed to have drainage and driveways done are buildings 14 & 15. The driveway at unit 53 will also be done. A contractor has been hired to do the work and it just needs to be scheduled.

**Roofing**—Buildings 1 & 2 have been completed.

### 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.

### New south entrance sign

In an effort to improve the esthetics at the south entrance we installed a sign similar to the one at the north entrance. This was also done to improve the lighting at the south entrance which was suggested at a previous annual meeting.



**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.

### 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

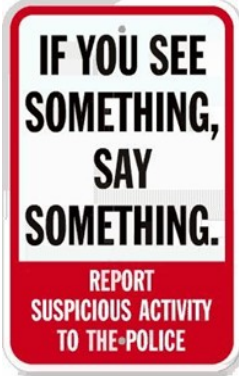
### Chimney cleaning :

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

### **\*\*\* RECYCLE AREA \*\*\***

The recycle company has stopped taking any boxes that are NOT inside the totes. This includes the boxes Gary piles on the top to try to save room in the tote. What this means is now boxes/cardboard will have to be cut up into 2'x2' pieces or smaller so they can fit inside the totes.

Gary has been spending a lot of time cleaning and reducing cardboard size. Please be respectful of this area. If boxes are not cut up to proper size you will receive a minimum fee of at least \$25 to have Chapman Place reduce the size.

# CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

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

## 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.**



- ⇒ 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.



- ⇒ 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.



- ⇒ 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.



- Recycle is for household material—
- ⇒ Paper, cardboard, glass, plastic & cans.
  - ⇒ Cardboard should be cut up into 2'x2' 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. To save room in the barrels the flattened cardboard can be place between the barrels.
  - ⇒ If you are caught dumping other material or not cutting cardboard to size, you will be charged a minimum FEE of \$25, not a fine, for the cost to cleanup.

# CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

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



## 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.