

CPC NEWS LETTER

WWW.CHAPMAN-PLACE.com

Email: 1CHAPMANPLACE@GMAIL.COM

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

FALL 2021

Chapman Place Trustees

Linda Novelli (President)	Sharon Pollitt (Treasurer)
Debra Brideau (Vice President)	Anna Piccolomini (Secretary)
Harry Shattuck (Trustee)	Marianne Pierce (Trustee)

To view the minutes of past meetings, visit our website at

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
- Guests are allowed at the monthly meeting
- All covid rules/guideline are subject to change at anytime.

Violations/Rules

Rules are in place for a reason and a lot of people have stated they like it here because the rules are enforced. The rules may not be perfect or the way you like them but they are the rules. The Board of Trustees is not responsible for policing the community. Any resident can report issues to the office. If you see people breaking the rules, email or call the office so we can follow up on it. You will remain anonymous.

Home improvements

We have had a lot of units sell during the last few years. With that, we have found a few people that did major renovations within the unit without permission. If it is discovered you did renovations without the proper paperwork, you could be told to put it back to the way it was. Also, we have found out, after the fact, that people have had work done with contractors that do not have the proper insurance. This could cost you as the unit owner if something goes wrong. If you are going to do any work, call the office to find out if you need to fill out a Home Improvement Form.

New Rules

4.23 NOXIOUS FUMES & SMOKE

In accordance with section 9e of the master deed for unit owners to not "...interfere with the beneficial enjoyment of other Units." there shall be no noxious fumes or smoke in the common areas, facilities and exclusive use areas, which include patios, decks and driveways. Noxious fumes include, but are not limited to smoke from cigars, cigarettes, marijuana or E-cigarettes. The smoking of such items in the common areas, facilities and exclusive use areas is prohibited.

4.24 MARIJUANA PLANTS

Marijuana plants may not be cultivated, grown, planted or kept in any of the common areas or exclusive use areas, including patios, decks and driveways. Chapman Place intends to uphold statutes and regulations adopted by the Commonwealth of Massachusetts regarding the cultivation of marijuana

Clubhouse Rentals

Because of Covid, the Board is checking with our lawyer and insurance company to see if there could be any issues with renting out the clubhouse. Until we have consulted with the lawyer and insurance company the clubhouse will NOT be available to rent. As soon as we get the OK to rent the clubhouse a notice will go out in email. **NOTE:** If you want to be informed with communication updates, please make sure you have supplied the office with your email.

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Chapman Place Information Block (cont.)

Fire alarm testing

We are planning fire alarm testing this fall but only the outside panel. We will NOT be entering your unit this year so you do NOT have to be home. You will receive a letter in the mail telling you the date your building is scheduled for testing. The horns in your unit will go off a few times while the panel is being tested.

South entrance fence update

We have the settlement from the insurance company. The Board voted on replacing more of the fence than the insurance company covered but not the entire fence in that area. The current fence is no longer available so we have to go with a different style. We are currently waiting on the supplier and the contractor.

Exclusive use area

Exclusive use area varies with each unit but for the most part the exclusive area is your driveway, sidewalk, area in front of your stoop, your deck/patio and the area next to or under the deck/patio. These areas are for you to maintain which includes cleaning and maintenance of the landscape. Maintenance to the landscape includes but is not limited to weeding and trimming of bushes. It is NOT Chapman Place's responsibility to maintain your exclusive use area. The one thing Chapman Place does every spring is put down mulch in the front of each unit.

Common area

The common area will be maintained by Chapman Place. Unit owners should not store, display, or plant any -thing in the common areas.

No driving on the lawn

We have had a few reports of people seeing cars driving on the lawn in the back of buildings. This is NOT allowed because of the sprinkler system that we have around the complex. Gary has run into 2 situations that are unexplained on the cause but it is coincidental that it happened after a report that cars were seen driving on the lawn. Please do not drive on the lawn.

Chimney inspections

If you use your fire place you should have it cleaned every year and supply the office with the receipt. We are delaying the chimney inspections until the spring of 2022.

Snow Season

Snow season is almost here. The board approved a bid from NE Acreage so they will be plowing for us again this year. Please remember the following :

- ◇ The driveways and sidewalks do NOT have to be started until the storm is over.
- ◇ On basic storms the contractor has up to 4 hours to get the removal done. On big storms the time to complete is longer.
- ◇ It will be your responsibility to move any cars that are in your driveway when the plows are doing driveways in your area. If you do NOT remove your car(s), it will be your responsibility to remove the snow from your driveway. (NOTE: Do NOT shovel snow into the road; this could result in a fine/fee charged to your account)
 - ◇ If your unit has a double driveway it is more important for you to move your car(s) because the plow driver has the discretion not to plow to avoid damage to any cars. Not moving your car(s) is not fair to your neighbor and could result in fines/fees.
- ◇ The contractor is NOT responsible for scrapping the driveway/driveway down to the tar; that is your responsibility if you choose.
- ◇ Any issues you have call or email the office so the issue can be logged.

Mice

This is the time of year mice love to look for a new home. They love chapman place as much as the people that live here but they don't pay a condo fee so we much eliminate them before they start there family inside your unit. We suggest you do NOT use bait because if they die in your unit it will smell for weeks. You should set traps in the garage and cellar, peanut butter is a good treat for them.

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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 :

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

Soliciting at Chapman Place

Soliciting is NOT allowed at Chapman Place. This includes anyone selling something, a politician canvassing or anyone asking for your time. Unit owners need to tell these people to leave. The problem is they won't leave unless you stay on them. You should NOT buy from them; that will only make them stay on the property. Some things to ask a solicitor;

1. Do you have insurance?
2. Are you registered with the city to Solicitate in the city? (not many companies are registered)
3. Tell them you will be calling the police if they don't leave the complex.

Most will they you "YES" to #1 and #2 and most likely they will be lying to you. Call the police. They will also say they are NOT soliciting because they aren't asking for money.

In its most basic definition, the word *solicit* means to ask for. For instance, a person can solicit a sale, a donation, a vote, or "a moment of your time".

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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.**

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- ⇒ 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.

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- ⇒ 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.



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- ⇒ 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.



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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.

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Fee	Description of Paperwork
\$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 to tell you to call the office if you have issues or concerns.