



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
January 11, 2022, Regular Session**



**ATTENDEES:** President Linda Novelli; Vice President Debra Brideau; Treasurer Sharon Pollitt; Secretary Anna Piccolomini; Trustee Harry Shattuck; Property Manager Gary Zimmerman

**Absent:** Trustee Marianne Pierce;

Meeting called to order at 6:33 pm

Visitor(s): none

**APPROVAL OF BOARD MINUTES:** Motion by Harry to accept the minutes from the last meeting, second by Anna Vote 5-0-1

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		
Review of action list	Action list was not included in packet.	<b>Action:</b> Include action list next month
Auto pay Republic Services	Republic services bill is paid in full every month. We send a check and sometimes it is 25-30 days before they receive it. Recommendation is to pay online with credit card every month.	<b>Vote:</b> Motion by Linda to automatically pay the Republic Services bill each month and put the receipt in the checks pile for signature, second by Debra. 5-0-1 <b>Action:</b> Log on to the Republic account and setup auto payment.
Put in for refund with Republic services	Since trash was missed one week, Gary asked Republic to refund \$618 for missing the week.	<b>Action:</b> Watch invoice for refund.
Amtrust Insurance	Invoice was received in the mail the day the payment was due so paid online with credit Card.	Just FYI
New mailboxes	There are 11 mailbox towers remaining to be replaced. The Board approved ordering 4 towers at the December meeting but Sharon asked Gary to get a quote for all 11 mailboxes. Board had an email vote to purchase 11 mailboxes because of the saving. Cost \$17,053.50	<b>Vote:</b> Motion by Sharon to accept the Email vote to purchase 11 mailboxes second by Linda. 5-0-1 at the meeting and 6-0 email vote. <b>Action:</b> order 11 mailbox towers.
CAI membership	Discussed the different levels of memberships. We currently get 5 magazines	<b>Action:</b> In October call CAI and reduce membership to 1.
Dryer vent cleaning	Gary talked about conversation with Dryer Vent Squad and discounts we could get if enough people signed up to have the dryer vents cleaned.	<b>Action:</b> Put new contractor in the newsletter and on the website. Get a communications out so people know they can sign up and set a deadline for signups.
Siding suggestion	Suggested to change color of siding to sterling gray on building 16 and 17. Decision on siding needs to be made so the roof shingle color can be decided.	<b>Vote:</b> Motion by Harry, to change the color of the siding to sterling grey on building 16 and 17, second by Anna. 4-1-1 <b>Action:</b> Make note on capitol plan when siding is to be done that the color is to be sterling gray.



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Shingle color	Roofing is scheduled on building 15, 16, 17. A decision needs to be made on the shingle color for buildings that have Sterling Gray siding	<b>Vote:</b> Motion by Linda, to have the shingle color on gray buildings to be CertainTeed Landpro better Granite Gray, second by Anna, 4-1-1  <b>Action:</b> Note the shingle colors in the RFP and to the contractors
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – • <u>Wo's</u> : created 2, open 6 • <u>CCR</u> : created 12, open 2		

**Executive Session:**

Executive session	nothing	
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Motion by Harry to adjourn the meeting, second by Anna. 5-0-1 7:30pm