



Chapman Place Condominium Trust Board of Trustees Meeting Minutes February 8, 2022, Regular Session



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

Meeting called to order at 6:30 pm

Visitor(s): none

APPROVAL OF BOARD MINUTES: Motion by Harry to accept the minutes from the last meeting, second by Debra Vote 6-0

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		
Review of action list		
Old mailboxes	I mentioned to Amanda (mail person) that we are going to be installing all new mailboxes. She said she would take the old ones. I told her I will just have to confirm this with the board.	Vote: Motion by Linda to give all the old mailboxes to Amanda, second by Marianne. 6-0 Action: Contact Amanda as we replace the mailboxes so she can pick them up.
Chimney inspections	Do we want to put off the chimney inspections for another year?	Vote: Motion by Harry to put off inspections for another year, second by Anna 6-0 Action: none
Water line break	FYI – we have a claim open for water damage in the basement of a unit due to a water line burst. Also found some old rot that will have to be addressed on the outside.	Action: Work with all parties to get the job done via insurance co.
Shingle color	The color shingle voted on last month is not being made so new color needs to be chosen.	Vote: Motion by Linda to use shingle color Cobblestone Gray on buildings with sterling gray siding, second by Marianne. 4-2 Action: notify contractor of color
Roofing bids	Roofing bids submitted for board review.	Vote: Motion by Linda to accept the bid from Northstar Roofing to do roofs on building 15,16 & 17, second by Marianne. 6-0 Action: Notify Northstar that they got the bid and get the deposit and contract setup.
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.	Action: 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.
Unit owner correspondence	unit 221	<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – • <u>Wo's</u> : created 3, open 6 • <u>CCR</u> : created 2, open 2		



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Executive Session:

Executive session	nothing	
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Motion by Harry to adjourn the meeting, second by Marianne. 6-0 7:40pm