



## Chapman Place Condominium Trust Board of Trustees Meeting Minutes December 13, 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 6:30 pm

Visitor(s): none

**APPROVAL OF BOARD MINUTES:** Motion by Sharon to accept the minutes from the last meeting with changes, second by Harry vote 5-0-1

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense	Question on negative number on gl # 8750  Look at putting a due date on invoices. All invoices being sent out should be scanned and stored for reference later.	Actions: <ul style="list-style-type: none"><li>• Look into why gl #8750 is negative.</li><li>• Look into getting due date on invoices</li><li>• Put process in place to scan all invoices that go out each month.</li></ul>
Review of action list		
Tops replacement	Due to yearly support charges, Gary asks every year if we want to look for a replacement to TOPS	<b>Action:</b> No action needed staying with TOPS software for now
Board of Health meeting lifeguards being required	There was a public meeting at city hall with the board of health looking for input on making it a requirement to have lifeguards during all hours the pool is open. No decision was made at this meeting.	
Pool plasterer	Contractor wants a deposit now before he will hold a slot in the spring. Discussion as to whether or not to send a deposit months before the work is to be done.	<b>Action:</b> Board agreed to send the deposit now to get it on the schedule; bid was already approved at a previous meeting.
Recycle pickup	Recycle company has been leaving all the totes out after pickup. Gary called the company and they said you're lucky because they aren't supposed to get out of the truck.  Gary stated it just puts more on him to get them all lined up the day before or first thing in the morning.	
Tru green contract		<b>Vote:</b> Motion by Sharon to accept the Tru-green bid for 2023, second by Linda. 5-0-1
People that rent their condo give up their rights to the amenities.	Does the Board want to let Landlords rent the clubhouse?	<b>Vote:</b> Motion by Anna to let the landlords rent the clubhouse but they do give up rights to all other amenities, second by Harry. 4-1-1.  <b>Action:</b> update any related documents to reflect this change.



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Supply salt for the community?	Board discussed this matter  Sand/salt is available at the blue barrels around the complex and there is free sand/salt at the Leominster DPW.	Vote: 5-0-1 not to supply salt for the community
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYT's – <ul style="list-style-type: none"><li>• <u>Wo's</u> : created 10, open 14</li><li>• <u>CCR</u> : created 16, open 3</li></ul>		

Motion by Anna to adjourn the public meeting, second by Harry 5-0-1 7:50pm