

# CPC NEWS LETTER

(spring 2023)

CHAPMAN-PLACE.com Email: 1CHAPMANPLACE@GMAIL.COM Office Hours: Mon 1-5 Wed/Thur10-2

## 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](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.
- ⇒ **2023 Holiday trash schedule** is on our website.
- ⇒ No clubhouse rentals available from when pool opens thru Labor Day.

## Chapman Place Information Block

### Welcome New Admin

Last year, Maryann decided to retire from Chapman Place after being the office admin for 13 years. We thank her for all her years of working in the office, and she will definitely be missed. However, we were fortunate to find a new person quickly. Sue was a lifeguard for us years ago, and this year helped fill in hours at the pool as a gatekeeper. We are pleased to have Sue as our new office admin. Please note the new office hours at the top of the page.

### Rules & Regulations

A new December 2022 un-registered copy of the Rules & Regulations is on our web site Chapman-Place.com. If you need a hard-copy you can call the office to request one. (cost is \$15)

### Parking

Reminder that a new rule was voted on last year stating that residents can NO longer park in visitors parking. There are a couple of exceptions ( see rule 6.8 within the new December 2022 unregistered copy of the Rules & Regulations)

People continue to park in the road. You do this at your own risk. If it is reported, you will get a violation. Common response is, "I was only there 5 mins". While this may be true you are still parking obstructing traffic.

### Dryer Vent Cleaning

Residents should have their dryer vent cleaned every year or two at the very least. If you find your clothes are taking a long time to dry, most likely there is an obstruction in the vent. Your dryer will run more efficiently when the dryer vent has been cleaned.

### Chimney Inspections

If you use your fireplace you should have it cleaned every year and supply the office with the receipt. We will be looking to do inspections this year. We will give you the option of signing a waiver stating you don't use the fireplace. If you use the fireplace, you can submit a receipt of it being cleaned or we can setup an inspection at your expense with Certified Chimney Inspections. ( cost \$50, cost of a cleaning is \$135)

### Snowstorm Reminders

- ⇒ Driveways and sidewalks do NOT have to be started until the snow stops. There is no need to call the office for sidewalk or driveway being missed until it is 3 or more hours after a storm. (major storms 4 or more hours).
- ⇒ If you don't move your vehicle when they are doing driveways in your area then the driveway is your responsibility to clean.
- ⇒ If you have a double driveway and you don't move your car, you could receive a fine if you don't shovel the middle section that the plow couldn't do. Have consideration for your neighbor.

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## Chapman Place Information Block (cont.)

### Mice/Rats

We continue to have reports of mice and this year 2 reports of rat sightings. This is nature and these rodents will always be around, but the more traps and bait put out, the more they can be controlled. You may not have any signs of mice for years, and then all of a sudden they appear. We suggest setting traps or putting out bait in your garage and basement. If you have children, children visiting, or pets, you need to be more careful on hiding traps/bait.

### Trash Totes

We are finding more people are leaving totes out for days after pickup and putting the tote out to early the day before. If you do this, you will get a violation and eventually get fined. (see Rule 8.1)

### Driveways

Each unit's driveway is for their exclusive use. The owner of the unit is responsible for the general maintenance of the driveway and is financially responsible for any damage. With that said, people should NOT turn around in other people's driveways, as this could cause damage that the owner could be responsible for.

Please do NOT turn in other people's driveways.

### RECYCLE

If you come to the recycle and the barrels are full, PLEASE DO NOT leave your recycle outside the barrels. The company only takes what is in the barrels. If you are seen on camera leaving your recycle outside the barrels, you will be charged a minimum fee of \$25.

Cutting up your cardboard smaller than 3 ft X 3 ft and putting it between the barrels is fine.

Not cutting up boxes or leaving things outside the barrel means Chapman Place has to clean it up.

### Trash Day

If you do NOT have permission, please DO NOT put your trash in someone else's tote.

### Pickleball

Since Pickleball has become very popular, the Board voted to make the tennis court a multi-use area for tennis and pickleball. This spring, Chapman Place will plan on painting the additional lines that are needed for pickleball.

### Exclusive Use Area

The exclusive use areas are defined as those outside of your unit for you to use. Examples of these areas are your driveway/sidewalk, deck/patio, and areas next to or under your deck. These areas are for you to maintain, NOT Chapman Place. We are finding that these areas are not being maintained and we have been sending out letters to buildings/residents to please keep the areas clean.

If you do want your patio/deck area power washed or any exclusive use area landscaped, you can call the office and we can give your name to Gary Heil so you can schedule a cleaning with him.

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## SERVICES

### 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 Squad of Shrewsbury (508)709-7748

### 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.

## 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.
- Unit owners will be financially responsible for any damage caused by a grill.
- If you have questions, please call the office.



**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 help prevent a house fire.

## CPC Hired 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.

## 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, as 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 solicit 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 say "YES" to #1 and #2, and most likely they will be lying to you.

They will also say they are NOT soliciting because they aren't asking for money. Call the police.

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 stricter when unit owners hire contractors. 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 snowstorm, 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.
  - ⇒ If you don't report it, there is nothing we can investigate.

Recycle is for household material—

- ⇒ Paper, cardboard, glass, plastic, and cans.
- ⇒ Cardboard should be cut up into 3 ft x 3 ft 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 placed between the barrels.
- ⇒ If you are seen 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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Office Phone: 978-537-8041  
Email: 1chapmanplace@gmail.com

<i>Fee</i>	<i>Description of Paperwork</i>
\$100	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

## 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.