



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
February 14, 2023, 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

Absent:

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 with changes, second by Sharon vote 6-0-0

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense	<ul style="list-style-type: none"> • Question whether we should change the monthly transfer based on the budget • Should we add or change the available signature authorities • Master insurance bill is receive a week before it is due and carry late charges. Do you want to setup an automatic ARC payment 	<p>■ No changes to the monthly transfer needed</p> <p>Vote: Motion by Linda to add a 4th signature to the bank account, second by Harry 6-0</p> <p>Action: The 4 board members will need to go the bank on a selected day to sign the new authorization card.</p> <p>Vote: Motion by Anna to create the automatic payment to GNY insurance, second by Harry 6-0</p> <p>Action: Create GNY account and setup the automatic payment</p> <p>Vote: Motion by Marianne to move 400,000 to a CD that is giving over 4% interest, second by Harry 6-0</p> <p>Action: Linda to create the new CD</p>
Review of action list		
		Action: No action needed staying with TOPS software for now
		Action: Board agreed to send the deposit now to get it on the schedule; bid was already approved at a previous meeting.
		Vote: 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?	<p>Vote: 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.</p> <p>Action: update any related documents to reflect this change.</p>
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



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Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – • <u>Wo's</u> : created 10, open 14 • <u>CCR</u> : created 16, open 3		

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