



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
April 11, 2023, Regular Session**



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

Absent: Treasurer Sharon Pollitt;

Meeting called to order at 6:30 pm
Visitor(s): none

APPROVAL OF BOARD MINUTES: Motion by Marianne to accept the February and March minutes, second by Debra vote 5-0-1

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense	Finding issues with unit’s having multiple accounts within TOPS. Found secondary accounts owning a condo fee, lease charge and/or a fine which shouldn’t occur.	
Review of action list		
Recommend scanning packets, instead of putting them in binders.	Board is ok with scanning.	Action: Start scanning monthly packet into the computer.
Recommendation to do a census this year.	Board is ok with doing the census. It was also suggested to send out the chimney waiver at the same time	Action: Get package together to put at everyone’s door.
Cancel phone project	The pool requires a landline at the pool so at this time we cannot convert to a Voice over IP phone system.	
Parking is under control	Since parking is under control, starting up security will be reviewed at later meeting.	
Recommendation to remove fax line	Fax is rarely used. Most people scan and email documents.	Vote: Motion by Linda to remove fax line, second by Marianne. 5-0-1 Action: Call phone company to remove distinctive ring.
Recommendation to pay per hour for training.	Recommendation is to pay the PSO (pool safety observers AKA gatekeeper) 4 hours for the training needed to cover hours at the pool. This is now required by the board of health	Vote: Motion by Linda to pay 4 hours to the PSO’s for training, second by Marianne. 4-0-2. Action: Talk to the PSO’s so they submit their time.
Recommendation to pay PSO’s a little more since now they need training.		Vote: Motion by Linda to pay the PSO’s \$16/hr, second by Marianne. 4-0-2
Autumn Park	Discussion around Autumn park Calls about snow	
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI’s – • <u>Wo’s</u> : created 26, open 20 • <u>CCR</u> : created 12, open 1		



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Executive Session:

Executive session	Balances over \$500	
nothing		

Motion by Marianne to adjourn the public meeting, second by Harry 5-0-1 7:35pm