



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
June 16, 2023, Regular Session**



ATTENDEES: President Linda Novelli; Vice President Debra Brideau; Secretary Anna Piccolomini; Treasurer Sharon Pollitt; 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 Marianne to accept last month’s minutes with changes, second by Harry 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		
Unit 31 garage	Garage was replaced but with the wrong style so Overhead Door will work fixing that.	Action: Stay on top of Overhead Door to replace the door with the correct style
Pool update	Lots of rainy days so waiting for dry days to complete the last 2 phases.	
Gas grill rule modification	Modified rule submitted Couple minor changes	Vote: Motion by Linda to accept gas grill modifications as stated in the meeting with changes, second by Marianne. 6-0 Action: Update the changes and update the R&Rs.
Gary’s contract expired – any questions	New contract changes submitted to Board last month. Board held exec meeting to see if the board had any questions or concerns.	Action: Sharon to update contract and submit to Gary for review. Contract will be for Jan 1, 2024
Time sheets	Suggestion to scan all time sheets and keep the in a folder on the computer with a copy of the packet.	Action: The Board is ok with this and office will start scanning the times sheets to put on the computer
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI’s – • <u>Wo’s</u> : created 8, open 13 • <u>CCR</u> : created 4, open 1		

Executive Session:

Executive session	Balances over \$500	
nothing		

Motion by Marianne to adjourn the public meeting, second by Harry 6-0 7:25pm