



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
July 11, 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 6:25 pm  
Visitor(s): none

**APPROVAL OF BOARD MINUTES:** Motion by Marianne to accept last month’s minutes with changes, second by Debra vote 6-0

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense	Landscaper’s bank accepted a check twice. We talked to our bank about how this could happen. We applied extra payment to next month’s bill.	<b>Action:</b> This situation was brought up to our bank.
Review of action list		
Unit 31 garage	Came to replace wrong model door installed and company didn’t supply a window panel.	<b>Action:</b> Stay on top of Overhead Door to replace the door with the correct style
Pool update	All is going well with the pool. Water is balancing and we are following a 28 day schedule for new plaster.	
Trash update	<ul style="list-style-type: none"> <li>• Setup paperless payment for new contractor</li> <li>• Everyone has been assigned a tote and each unit will be responsible for that tote when the unit is sold.</li> <li>• New pickup day is Friday</li> <li>• Will see what we can find for a new holiday schedule and post it on the website.</li> <li>• Only 2 old totes were not collected. 1 person gone for 6 months and 1 person stated didn’t see any info on what to do</li> </ul>	<b>Action:</b> Collect final 2 totes and call republic in September to pick them up.
Possibility of renting parking spaces (Ana)	<p>Anna brought this up because of a situation here and thought it would be good to discuss it as a possible option.</p> <p>It was discussed but didn’t gain any traction. Where would the spots be, administration, we only have roughly 45 visitor spots for 197 units, what if someone else parked in the spot, what if there weren’t any spots for the person renting the spot. People know how many cars can fit in their garage and driveway when they purchased the unit, we understand people get into situations and try to help with short term solutions.</p>	
Stamps going up	With mail delivery not reliable, we started delivering door to door, which is more reliable and cheaper.	



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Budget saving ideas	<ul style="list-style-type: none"> <li>• Go with black mulch and put down every other year 3-5k/year</li> <li>• Look at not using lawn chemicals or using them every other year \$4,500/year</li> <li>• Increase unit insurance deductible to 30K. Approx. cost \$6/month.</li> </ul>	
Budget	Budget was approved for 2024.	<p><b>Vote:</b> Motion by Sharon to accept the budget with bank balances as of July, second by Anna. 6-0</p> <p><b>Action:</b> Enter bank balances as of July and get annual meeting packet together for next meeting</p>
Annual meeting	Start discussion on annual meeting	<b>Action:</b> have annual meeting packet ready for Aug. meeting.
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's –		
<ul style="list-style-type: none"> <li>• <u>Wo's</u>: created 18, open 13</li> <li>• <u>CCR</u>: created 9, open 0</li> </ul>		

**Executive Session:**

Executive session	Balances over \$500	
nothing		

Motion by Marianne to adjourn the public meeting, second by Sharon 6-0 7:45pm