



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
Aug 8, 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 | | |
| Review of action list | | |
| Unit 31 garage | Finally completed with the correct style door | |
| Parking violations | Give daily fines if needed. People need to report violations. | |
| People that owe money | Currently the only amenity that someone can NOT use if they owe money is the pool. Board discussed having all amenities excluded if you owe money | Vote: Motion by Marianne anyone with balance greater than 0 will NOT be able to use any of the amenities until the balance is zero, second by Linda 6-0 Action: Report will be verified with people going to the pool and clubhouse reservations will continue to be monitored. |
| People not responding to chimney audit | | Action: Give them one last time to respond and if they don’t start fining them. |
| Issue with unit owner | There was an issue with a unit owner, email was sent to the board after the incident detailing what occurred. | Action: board to send letter to the owner. |
| Unit owner responsibilities | Board discussed who is responsible for what. The governing documents state the unit owner is responsible for maintaining their exclusive use area. This has been talked about in previous annual meetings and put in newsletters. We try to do audits and contact unit owners when we see exclusive use areas getting out of control – weeds, deck cleaning, oil stains..etc | Action: continue audits and keeping unit owners accountable for their areas. |
| Annual meeting | Reviewed packet | Action: make corrections and send email to board for final review. |



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
Aug 8, 2023, Regular Session**



| | | |
|---|---|--|
| Lease resolution | <p>1 item needed to be clarified and a couple of others needed modifications to be more current.</p> <p>There was a discussion on whether to have an exception for visiting nurses.</p> <p>2 were for allowing this 4 were not. Good reasons for and against were discussed.</p> | <p>Vote: Motion by Marianne not to put in the exception for short term visiting nurses, second by Harry. 4-2</p> <p>Action: Make modifications and register the document with the registry of deeds.</p> |
| Alarm testing | <p>We will be testing this year. The board has decided to get at least 4 buildings completely installed with low profile heat sensors. If a building is complete with low profile sensors then we won't have to go inside for 15 years.</p> <p>This follows research Gary has done and with talking with the engineer at the states fire marshal's office</p> | <p>Action: Start scheduling testing and determine how many buildings to do this year.</p> |
| Fine increase | | <p>Vote: Motion by Marianne to increase fines to \$50 starting January 1, 2024, second by Harry. 6-0</p> |
| Unit owner correspondence | | <p><u>All correspondences to be sent out within 7-10 days.</u></p> |
| FYI's – <ul style="list-style-type: none"> • <u>Wo's</u> : created , open • <u>CCR</u> : created , open 0 | | |
| | | |

Executive Session:

| | | |
|-------------------|---------------------|--|
| Executive session | Balances over \$200 | |
| nothing | | |

Motion by Marianne to adjourn the public meeting, second by Harry 6-0 8:30pm