



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
September 12, 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 6:32 pm
Visitor(s): unit 213

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		Action: Enter interest from cd acct.
Review of action list		
Review of lease resolution	#2 on the lease resolution states that you can NOT rent a room in the unit.	
Power washing	Email vote on power washing woods side of bld 7 and back of bld 4. Elias home improvement was awarded the bid.	Vote: 6-0 email vote for Elias home improvement Action: schedule the work
Annual meeting	Review of upcoming annual meeting	Action: get coffee, light snacks and gift cards.
Alarm testing	Discussed how many buildings should be completed with 100% low profiles. By doing this we will not have to test inside the unit for 15 years. Other than buildings 1-4, other buildings will only receive outside panel testing. No entry will be needed.	Action: Schedule low profile replacements on buildings 1-4 and panel testing on all other buildings.
Due to the annual meeting there will be NO October meeting		
Retirement	Gary Z. has announced he will be retiring next year.	Action: The board will be discussing transition plans in future meetings.
Unit owner correspondence • Unit 213 – gutters • Unit 88 – pine tree		<u>All correspondences to be sent out within 7-10 days.</u>
FYT’s – • <u>Wo’s</u> : created 25, open 9 • <u>CCR</u> : created 15, open 0		
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Executive Session:

Executive session	Balances over \$200	
nothing		

Motion by Marianne to adjourn the public meeting, second by Harry 6-0 8:05pm