



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
November 14, 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):

APPROVAL OF BOARD MINUTES: Motion by Harry 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		Action: Enter interest from cd acct.
Review of action list		
Election of officers	There were no objections to keep all the officers in their current position.	Motion: Marianne motioned to elect the slate of officers, second by Harry 6-0
Start up security		Action: Call ISSM to see if prices have gone up. Start up on Jan 1 st if the prices are the same. If prices have gone up, add topic to next meeting
Price increase for 6d	Recommendation to increase the 6d process to \$150	Motion: Linda motioned to increase 5d process from \$100 to \$150, second by Harry 6-0 Action: update documents to reflect increase
WEBROOT antivirus expired		Motion: Sharon motioned to renew Webroot antivirus, second by Ana. 6-0 Action: renew Webroot
Issue around individual work orders	Discussion around 1 unit calling in something they want done at their unit, cosmetic type things. Board needs to decide if that should be done or certain things should be done when the whole building needs it.	Action: Each request will have to be discussed by the board to determine each course of action
Mass dot RT 12 reconstruction	Plan presented to Gary, email forwarded to the board. Seems they will be purchasing a very small parcel of land for the project.	
Insurance	Discussed the option of making the insurance deductible \$25,000. Should only increase people’s insurance minimally.	Action: Still need to discuss in further detail.
Mowing bid	This winter we will need to go out for bid for landscaping.	Action: Get the RFP ready and call for bids.
Retirement	<ul style="list-style-type: none"> • New contract presented to Gary • Gary gave end date of March 31st with options of month to month if more time is needed. • The Board to continue to work on options 	Action: Continue to work on options with Gary’s retirement and Gary’s contract for next year. Also continue to work on options going forward.



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	December 2023 meeting canceled	
Unit owner correspondence <ul style="list-style-type: none"> • Unit 67 - appeal • Unit 26 		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – <ul style="list-style-type: none"> • WO's : created 50, open 8 • CCR : created 15, open 0 		

Executive Session:

Executive session	Balances over \$200	
nothing		

Motion by Marianne to adjourn the public meeting, second by Anna 6-0 9:30pm