



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
January 9, 2024, Regular Session**



ATTENDEES: President Linda Novelli; Vice President Debra Brideau; Treasurer Sharon Pollitt; Trustee Harry Shattuck; Property Manager Gary Zimmerman

Absent: Trustee Marianne Pierce; Secretary Anna Piccolomini;

Meeting called to order at 6:30 pm

Visitor(s):

APPROVAL OF BOARD MINUTES: Motion by Linda to accept last month’s minutes, second by Harry vote 4-0-2

APPROVAL OF ANNUAL MINUTES: Motion by Linda to accept last month’s minutes with changes, second by Harry vote 4-0-2

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		
Review of action list		Action: Ask CPA for yearend review GL entries
May Properties presentation	We invited May Properties to give a presentation to become the property management company for Chapman Place. The Board had a good open conversation with the owner of the company.	Action: The Board will attempt to have 3 bids for the job.
Things to consider	Gary submitted some notes on being self-managed and going to a management company	
Vote to waive terrorist coverage	The board has waived this coverage for many years. Due to the timing of the renewal this was an email vote.	Motion: Linda motioned to waive terrorist coverage via email 6-0
Insurance deductible	Brought up if the unit owner insurance deductible was increased from \$10,000 early enough there could be a refund from the insurance co. We know this would take months to implement and will continue to investigate this option.	
Our attorney informed us that he was retiring December 31.		Action: Start looking for another attorney.
Security	The security company we had does not do patrols anymore.	Action: Look for another security co.
Tru-green contract	We are going to hold off on this until we hear from all the contractors submitting bids for landscaping	
Fine increase	Gary brought up to the board that there is a resolution in place that states fines can only be increased by \$5 within a year	Action: Change Fines in tops to \$30.



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Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – • WO's : created 50, open 8 • CCR : created 15, open 0		

Executive Session:

Executive session	Balances over \$200	
nothing		

Motion by Linda to adjourn the public meeting, second by Harry 4-0-2 9:00pm