



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
February 27, 2024, Regular Session**



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

**Absent:** Trustee Secretary Anna Piccolomini;

Meeting called to order at 6:30 pm

Visitor(s):

**APPROVAL OF BOARD MINUTES:** Motion by Harry to accept last month’s minutes, second by Debra vote 5-0-1

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense	Explained multiple checks and canceled checks on sale of unit 86	
Review of action list		
Security	CSTSI security sent in prices to patrol the complex.	<b>Vote: Motion by</b> Marianne to have CSTSI patrol 3 times weekdays after 6pm and on sat/sun anytime, second by Debra. 5-0-1 <b>Action:</b> Contact CSTSI and let them know to start patrolling and setup the process for reporting.
Carbonite renewal	Carbonite is our offline backup company.	<b>Vote:</b> Motion by Sharon to renew Carbonite, second by Linda. 5-0-1 <b>Action:</b> Let it auto-renew and this will be the last year it will be needed.
Trash overflow	Discussion around the trash overflow and charge of \$84.	<b>Action:</b> Get a communications out that if you have overflow and Chapman gets charged then the charge will go onto the unit owner’s account.
Landscape bids	There was a huge difference between the high and low bid and none of the 4 bids were close to each other.	<b>Vote:</b> Motion by Marianne to accept the bid from NE Acreage, second by Harry. 5-0-1 <b>Action:</b> Send out rejection communication and get new contract ready for NE Acreage.
Tru-green contract		<b>Vote:</b> Motion by Linda to accept Tru-greens bid for chemical treatment, second by Harry. 5-0-1 <b>Action:</b> Communicate to Tru-green their quote was approved.
Security	The security company we had does not do patrols anymore.	<b>Action:</b> Look for another security co.
Bond coverage		<b>Vote:</b> Motion by Linda to increase the bond coverage from \$600k to \$700K, second by Marianne. 5-0-1 <b>Action:</b> Contact agent to increase coverage



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Unit owner correspondence <ul style="list-style-type: none"> <li>• Unit 221</li> <li>• Unit 144</li> </ul>		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – <ul style="list-style-type: none"> <li>• <b>WO's</b> : created 5, open 8</li> <li>• <b>CCR</b> : created 6, open 0</li> </ul>		

**Executive Session:**

Executive session	Balances over \$200	
nothing		

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