



**Chapman Place Condominium Trust
Board of Trustees Meeting Minutes
March 25, 2024, Regular Session**



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

Meeting called to order at 1:00 pm
 Visitor(s): Matt Mayrand (May Properties)

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

<i>Issue</i>	<i>Discussion</i>	<i>Action or Vote</i>
Financial Statements — Balance Sheet and Income/Expense		
Review of action list		
May Properties	Discussion of timelines <ul style="list-style-type: none"> • Transition will start after contract is signed • First collection with May Properties will start July 1, 2024. • May/June community communication meeting • Future meetings to be held on the 2nd Tuesday of the month at 3:30pm. 	Action: work with May properties on the transition
Gary Z. timeline	<ul style="list-style-type: none"> • June 30th will be last day as manager • Will be paid hourly as of July 1, 2024 • Will continue being CPO for the pool season and will close pool for the season • The Board discussed waiving late fees for the July and August payments. 	
Signatures to register R&R’	Wanted to get the latest R&R’s registered prior to the mgmt. turnover	
Waste management overflow charge	After discussion if anyone is identified with an overflow tote by Waste management a fee of \$40 will be charged to the unit owner. Tote lids need to be fully closed.	Vote: Motion by Anna to charge a \$40 fee to unit owners for any overflow trash detected by the trash company, second by Harry. 5-0-1 Action: Update R & R’s, website and communication to the community.
Siding bids		Vote: Motion by Linda to accept SPS bid to side building 11, second by Debra. 5-0-1 Action: create contract for signatures and contract folder



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Pool	<ul style="list-style-type: none"> • Interviewed a lifeguard. • Haylie from last year is not returning. • State rate is \$22 and above. • Board voted for \$21/hr • Lifeguards will be paid as a contractor and sent a 1099 at the end of the year by May Properties. 	<p>Note: Motion by Linda to increase lifeguard rate to \$21, second by Sharon. 4-1-1</p> <p>Action: Let new lifeguard and Nick know.</p>
Unit owner correspondence none		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's – <ul style="list-style-type: none"> • WO's : created 7, open 12 • CCR : created 7, open 0 		
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Executive Session:

Executive session	Balances over \$200	
nothing		

Motion by Linda to adjourn the public meeting, second by Anna 5-0-1 3:00pm