



**Chapman Place Condominium Trust  
Board of Trustees Meeting Minutes  
December 10, 2019, Regular Session**



**ATTENDEES:** President Linda Novelli; Vice President Ron St. Laurent; Treasurer Sharon Pollitt; Secretary Harry Shattuck; Trustee Sharon Quinn; Community Administrator Gary Zimmerman

Absent: Trustee Debra Brideau;

Visitor(s): None

The meeting was called to order at 6:30 PM

**APPROVAL OF BOARD MINUTES:** Motion by Sharon Q. to accept the minutes from last month's meeting, 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	Question raised on the balance sheet to understand the negative numbers on gl# 3110 thru 3150.	Action: Gary to investigate and make appropriate adjustments
Review of action list		
Lawn treatment bids	- 2 bids submitted, 1 company never returned the call.	<b>Vote:</b> Motion by Linda to accept the bid from Tru-green excluding the bottom 3 line items, second by Ron 5-0-1 <b>Action:</b> Notify Tru-green that their bid was accepted.
Siding bid	Bid submitted by SPS to side building 14 and 18.	<b>Vote:</b> Motion by Harry, to approve bid from SPS to side building 14 and 18 for \$119,530.00 second by Sharon Q. 5-0-1 <b>Action:</b> Create CPC contract for the project and work with SPS to schedule the project.
Regular salt vs cement safe salt	Regular salt is around \$11-\$13 a bag and cement safer salt is \$19-\$20 a bag.	<b>Action:</b> purchase the regular salt to put in the barrel for unit owners
Plowing	Discussed issues on the 3 day 2 storm snow removal. Lots of calls on issues. Issues have been relayed to the contractor.	
Unit owner correspondence		<u>All correspondences to be sent out within 7-10 days.</u>
FYI's - • <i>Wo's</i> : created 6, open 12 <i>CCR</i> : created 3, open 1	( 2 months of data)	
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**Executive Session:**

executive session	nothing	
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Motion by Ron to adjourn the meeting, second by Sharon P., vote 5-0-1. 8:00 PM