

# The Fall Newsletter

October 2009

## Chapman Place Trustees

Charles Bartlett—Trustee  
 Ardelle Bedford—Trustee  
 Dave Cucchiara—Treasurer  
 Marion Duclos—President/Sec'y  
 Luciano Miletta—Trustee  
 Mary Elizabeth Moore—Trustee  
 Linda Novelli—Vice President

MEETINGS AT THE CLUB-  
 HOUSE  
**6:30 p.m.**

Tuesday, Nov. 10, 2009  
 Tuesday, December 8, 2009

Residents are invited and en-  
 couraged to attend these  
 meetings.

**Chapman Place Office Hours**  
**Monday & Wednesday**  
**10 a.m.—1 p.m.**

## Summary of Annual Meeting

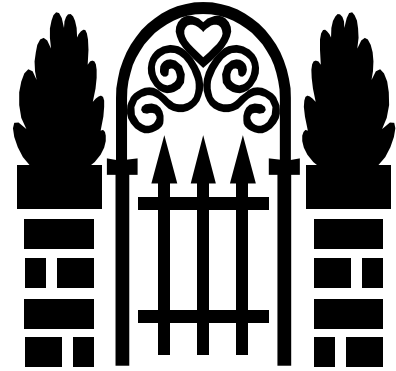
By Marion Duclos

A small group was welcomed at the **Annual Meeting** held Tuesday, September 29th. There were 38 units represented and 27 proxies received. Following refreshments, introductions were made and committee reports were given. Deb Warrington, CPO, confirmed a good season at the pool, despite getting off to a slow start. We are hopeful that all the lifeguards will return in 2010. Carol Kearns, Chairman of the Social Committee thanked all committee members for their enthusiastic help and attendance at events as well as gratitude to the many other people who volunteer. I encouraged everyone to read the Newsletter and to utilize our Website ([www.chapman-place.com](http://www.chapman-place.com)) where announcements are made and where CPC forms may be downloaded. There is also an easy link to the City of Leominster website! Dave Cucchiara, Treasurer, assured us our finances are healthy (no fee increase) and that we received very good grades on our 2008 audit. Gary (with the help of the photo collage) reviewed 2009 projects and touched a bit on plans for 2010. Following a general question and answer period, door prizes were drawn and \$ 25 Hess gas cards were won by Mr. & Mrs. Paces and Mr. & Mrs. Smith.

## When Making a Change or Upgrade to Your Unit

by Mary Elizabeth Moore

With most of our buildings being twenty years old, many of us are at the point of making changes and/or upgrades to our units. One of the specifications the Board has implemented is the use of an



E-Z block (example: electrical box shown on page 3) when installing air conditioning or an outdoor water spigot and when a fire panel disconnect or strobe light is updated. This block is used so that when future siding replacement or repairs are needed, we do not have to disturb the fixture.

We have had a few inquiries and one installation of a high efficiency furnace which needs to be vented through the side or back of the building. Because there are different types of installations based on each manufacturer's recommendations, you need to give yourself enough time after filling out a "Structural Change Form" (available on our website). As a Board, we need to look at each application until we can come up with some consistency and written specifications for Chapman Place. One thing is for sure, we will expect your contractor to use the E-Z block for the PVC pipes.

The basic things for which you *do* need to fill out the "Structural Change Form" are: finishing your basement, installing an air conditioner, a gas insert/log, a high efficiency furnace, new windows, water pipe replacement or large bathroom remodels.

## Happy Halloween Saturday, October 31st

Be careful of children in the roadways...porch light OUT means no more trick or treaters, please!



Book your parties at the Clubhouse by calling #978-537-8041

**Watch for fire alarm testing schedules in the mail!**

## Welcome to the many new unit owners at Chapman Place!

Be sure to review the "Welcome Packet" and call the office with any questions you may have.



**Editor's Note:** *These Minutes are abbreviated for publication in the Newsletter and on our website. Any member of the Association may review the Minutes in their entirety at the office.*

### Synopsis 8/11/09

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Charlie Bartlett; Ardelle Bedford; Luciano Miletta; and Mary Elizabeth Moore

**Motion** to accept the July 14, 2009 Regular & Executive Session Board Minutes was made by Dave, second by Linda, and passed.

**Visitors:** Gary Zimmerman, Community Administrator

#### Committee Reports:

**Pool:** Deb submitted a comprehensive report summarizing activities and purchases to date. She recommended pool hours be modified: noon to 7 p.m. for the week of 8/31-9/4. **Action** for Marion to post in August Newsletter and on the website.

#### Maintenance:

Fire alarm for Bldg. 23 has been added to the master panel at the clubhouse, four buildings left. Because of new panels in Bldg. 2 & 3, units won't need testing this fall. Board okayed form letter to be signed when there is a finished basement requiring demolition to determine the source of water. **Action** for Gary to provide estimate of cost to install handrail.

#### Bids & Contracts:

**Motion** by Mary Elizabeth, second by Ardelle, passed 7-0-0 to pursue alternate vendors for previously approved jobs (mailbox lighting and clearing behind Bldg. 9 and 11). **Motion** by Mary Elizabeth, second by David, passed 6-0-0 to have Murray repair garage floor during the steps/patios project. **Motion** by Marion, second by Dave, passed 6-0-0 to accept addition of retaining wall on left at U120 to the steps/patios project. Proposals for new walls at driveways for U26, 34, 45, and 63 were tabled. **Motion** by Marion, second by Linda, passed 6-0-0 to roll over the trash removal contract with *Allied Waste* for three more years. Basic rates to be capped at a maximum of 4% increase. Fuel and environmental fees will continue at 5.5% and 4% respectively. **Motion** by Mary Elizabeth, second by Dave, passed 6-0-0 to accept snow removal specifications. **Action** for Gary to proceed with seeking bids.

#### Treasurer Report:

Balance Sheet: Assets \$ 613,815; Liabilities & Equity \$ 613,815. **Motion** by Marion, second by Ardelle, to **action** Linda and David to move the \$ 58,526 CD from DCU to Avidia Bank for six months at 1.35%, passed 6-0-0.

#### Office Reports:

**Action** for Marion to reply to insurance agent inquiry regarding two recommendations made by Greater NY for guard rail at end of Bldg. 25 and fence along wall at U120. Correspondence from and to unit owners discussed and actions given.

### Synopsis 9/8/09

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Charlie Bartlett, and Mary Elizabeth Moore

**Motion** to accept with amendments the August 11, 2009 Regular Session Board Minutes was made by Dave, second by Linda, passed 5-0-0; **Motion** to accept the August 11, 2009 Executive Session Board Minutes was made by Mary Elizabeth, second by Charlie, passed 5-0-0; **Motion** by Linda, second by Charlie, passed 5-0-0 to accept the August 25<sup>th</sup> Special Meeting Minutes.

**Visitors:** Gary Zimmerman, Community Administrator; Norman and Jeffrey Ledger (Cam's Heating); Deb Warrington, U18; William Pisano, U120; Henry Lanza, U47; Jill Connors, U16

\*\*Norman and Jeffrey answered questions regarding installation options for various types of high efficiency furnaces and the requirements for the State of Massachusetts. The Trustees outlined preliminary specs for Chapman Place.

**Motion** by Marion, second by Charlie, passed 5-0-0 to proceed at U18 and for the Board to draw up specs and notify Association members as soon as possible via Newsletter and website\*\*

#### Maintenance:

Per Gary, 100% compliance of all buildings on the master fire panel now. Buildings #1 and 3 will get new panels next week. If alarm "trouble" is detected after regular business hours or weekends/holiday, Gary does not need to be notified; rather Bob is to contact Gary the next day at a reasonable hour so that Gary (or his backup) can notify unit owners. Bob should plan to be at CPC the next business day to trouble-shoot. Gary will be notified of any fire alarms. Foundation at U120 has been power washed; **action** for Gary to remove plans to paint this area from the Big List.

#### Bids & Contracts:

**Motion** by Charlie, second by Dave, passed 5-0-0 to hire Powell for digging trenches on an hourly basis for water issues. **Motion** by Linda, second by Dave, passed 5-0-0 to hire Powell to excavate and backfill four trenches for mailbox lighting. **Motion** by Mary Elizabeth, second by Linda, passed 5-0-0 to hire Boucher to proceed with drainage and paving at Building #25 to include berm and safety barrier.

## Important Phone Numbers

6-D Certificate <b>APPLY TWO WEEKS IN ADVANCE</b>	Office #978-537-8041 Cost \$30.00 payable to Chapman Place Condominium Trust (\$50 if notarized). Drop in the clubhouse mailbox with closing date
Refinance Bank Forms	Have your bank or mortgage company fax to #978-534-4838 \$20 Bank form; \$ 25.00 CPC Documents. Must receive payment before information is released.
Accounting – Condo Payment	Office #978-537-8041
Certificate of Insurance For Mortgage	Rodman Insurance Agency Sarah Hale, #781-247-7809 Fax #781-444-0090 or on-line at <a href="http://www.rodmanins.com">www.rodmanins.com</a> userID: condo Password: certs
Rent Clubhouse Pick up Key	Office #978-537-8041 Contact Gary
Garage Light Out	Office #978-537-8041
<b>Non-emergency Messages</b>	<b>Office #978-537-8041</b> <b>Please leave a message on the CPC answering machine and someone will respond as soon as possible.</b>
Newsletter	Office #978-537-8041 <a href="mailto:cpctrust@verizon.net">cpctrust@verizon.net</a> <a href="http://www.chapman-place.com">www.chapman-place.com</a>

All down spouts to be connected to drain with 4" pipe, new 8" drain to be connected into catch basin; 4" pipe under all driveways for future irrigation. **Action** for Gary to check with Jason regarding time to clear behind Building #9. **Action** for Marion to post bulk items list from *Allied Waste* on office bulletin board and to notify residents via the Newsletter of the extra charge for special items left for pick up. A large pine tree that was hit by lightning near the *Il Camino Restaurant* on CPC property was removed by *McCracken Tree & Landscape* for \$ 3500. Bids for snow removal were entertained from *Punch Tree Service*, *Dandini Landscaping*, *GVC Construction*, and *J's Lawn Care and Snowplowing*. **Motion** by Dave, second by Charlie, passed 5-0-0 to hire J's for a 3 year contract with annual review. A few clarifications are needed and Gary will invite Jason to the October Board Meeting.

#### Treasurer Report:

Balance Sheet: Assets \$ 607,964.65; Liabilities & Equity \$ 607,964.65. **Action** for Gary to rename the three CD's to include bank name and date of renewal (mo/yr). **Motion** by Charlie, second by Dave, passed 4-0-1 to pay Linda for secretarial services from 6/22-8/17/09.

#### Office Reports:

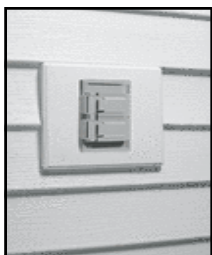
Our plans for the safety barrier at Building #25 and the landscape proposal at the wall by U120 received approval from the Greater NY insurance company. Photos to be sent upon completion. Assignments given for the Annual Meeting. Various correspondence from and to unit owners reviewed and actions given. Proposed changes to Gary's contract are under review by Atty. Vander Linden and a draft will be forthcoming.



(continued from p. 1)

### .....When Making a Change or Upgrade

Other changes to your unit that do *not* fall under the “Structural Change Form” requirement such as floor covering, cabinets and counter tops *do* need to be submitted in writing to the office *if* the upgrades are over \$ 1,000 so we can put this information in your file for insurance purposes (see Condo Trust documents, Section 5.5.1 a). If in doubt, give us a call.



### From The Maintenance Corner

By Gary Zimmerman

If you note damage around your unit either from mowers or snow removal, please notify the office immediately. **If you have specific requirements for snow removal, please contact the office now.**

Don't forget to **drain** and **turn off your water spigots** and to **clear the decks and patios**, and **bring in hoses** as the colder weather approaches. If it becomes necessary to rake snow off the roof, having clear access is very helpful. Because critters are seeking warm shelter now, you may want to set traps and definitely block any suspected point of entry.

In addition to the fire panel upgrades, I am scheduling the annual fire alarm testing. **Please be sure your unit is accessible at the designated time.** If you need assistance, contact the office.

Check out the Community Bulletin Board at the Clubhouse and the **Buy-Sell** feature on the CPC website at [www.chapman-place.com](http://www.chapman-place.com)

#### Exercise Equipment For Sale:

Call Michelle at 978-502-0638

#### No longer needed: Call Judi at 978-798-1667:

ESA 17" monitor asking \$ 20.00

## Vendors

### Carpentry/General Repairs

Samsun Contracting 978-375-8069

### Electrical

Page Electrical Corp. 978-537-8437 ext. 34

### Flooring/Carpentry

Precision Custom Floors 978-537-5301

### Windows & Doors

J.C. Vinyl Siding 978-537-6768

### Plumbing

C&C Plumbing (C. Canning) 978-790-8214

### Garage Door Repairs

Overhead Door Co. of  
Leominster 978-537-9932

### Heating/Air Conditioning

RiteTemp 774-696-0224

### Air Duct Cleaning(Rotobrush)

Urraro Enterprises 978-537-7667

### Security

Archer Security 978-537-9294

### Law Office of Karli Fernandez-Fontaine



Attorney at Law  
Family Law/Divorce  
Wills and Trusts  
Debt Collection Defense  
978-870-4045  
[Kfernandez.esq@gmail.com](mailto:Kfernandez.esq@gmail.com)

### 2009 Summary

	July	August	YTD
<b>Income</b>	\$ 53,679	\$ 53,752	\$ 428,661
<b>Expense</b>	\$ 32,427	\$ 57,917	\$ 328,361*

\* Includes \$ 75,580 from Reserve Fund

### Condo fees are due on the 1st of each month.

The money is necessary to pay Association bills in a timely manner and any effort required to collect late fees takes time and money away from programs that benefit everyone.



Please be sure you notify the office if there are **changes to the census form** such as a new car, phone number, email address.

Also be sure you have listed a **contact** in case we need to gain access while you are away. We are accepting keys.

Kim Smith will take care of your needs while you are away from your condo...pets, plants, papers, etc. Call her at (978) 534-1524

