

# The Mid-Year Newsletter

June 2008

## Chapman Place Trustees

Charles Bartlett—Trustee  
Ardelle Bedford—Trustee  
Dave Cucchiara—Treasurer  
Marion Duclos—President/Secretary  
Luciano Miletta—Trustee  
Linda Novelli—Vice President  
Vacancy—Trustee

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

Tuesday, July 8, 2008  
Tuesday, August 12, 2008

Residents are invited and encour-  
aged to attend these meetings.

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

## Common Elements

By Marion Duclos

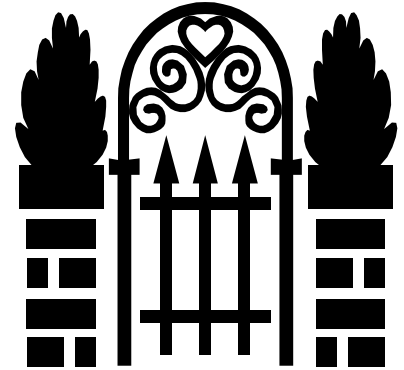
There's nothing original here, I've taken it straight from our Condo Documents. Through the Master Deed and Trust, you obtain individual title to your Unit and joint ownership of all the common grounds. Except for the Units, the entire premises, including the land and all parts of the buildings, constitute the common areas of the Condominium.

Each Unit has the exclusive right and easement for the use of one parking space (in front of garage), the entrance, walks, patio area, together with the optional air conditioner compressor outside the unit, and shall have the responsibility for the upkeep and maintenance of such patio and walk areas.

Both the interior and exterior architectural integrity of the buildings shall be preserved without modification unless approved by the Condominium Trustees. This is important to ensure conformity which provides a consistent environment. Specifications, permits, oversight of the project are all part of the approval process.

## How can you help your Association?

The Association is like any other business in that it must pay its bills on time. Paying your monthly condo fees on time can make a difference. Also any extra effort required to collect overdue accounts takes resources away from projects that benefit everyone. Serve your community by doing your part to maintain your home and exclusive use areas. Section 4.15 of our Rules & Regulations says unit owners/tenants are responsible for watering and routine maintenance of community plants and shrubs in exclusive use areas.



Planting our own small decorative plants for enjoyment during the summer and weeding exclusive use areas goes a long way to beautify our community (and can save the Association money). Picking up litter as you take your daily walk can also help! Each owner is obligated to maintain and keep in good order the Unit in accordance with the Trust which includes care of windows, screens, doors, garage door, patio and decks.

In closing, here is a quote from an article in the August 2007 edition of *Condo Media*: "being a thoughtful neighbor is not hard work and is certainly easier than other forms of volunteer work for the community. What you can do to help your Association is very easy, so start now and reap the rewards!"

**WANTED: Material and/or ideas for the Summer Newsletter Feature to be published in August!**  
Please send to:  
mgduclos@comcast.net

**Starburst**  
Sat., June 14th at 4:30 p.m.  
Doyle Field  
(rain date 6/15/08)



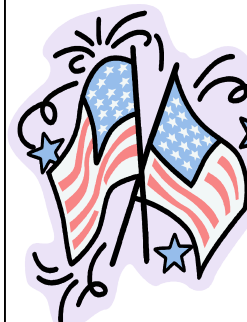
**Summer Stroll**  
Sat., June 28th 2-5 p.m.  
(rain date 6/29/08)

Read the Newsletter in color at [www.chapman-place.com](http://www.chapman-place.com)

**Plan for fire alarm testing and chimney inspections this fall**

**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.



A Happy & safe 4th of July to All!!

**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 4/8/08

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Charlie Bartlett; Ardelle Bedford; and Luciano Miletta  
**Motion** to accept March 11, 2008 Regular & Executive Session Board Minutes as well as March 18, 2008 Special Meeting with Counsel was made by Linda, second by Charlie, passed 6-0-0.

**Visitors:** Gary Zimmerman, Community Administrator; Mary Elizabeth Moore, Unit #93

#### Clubhouse/Pool:

**Action** for Gary to purchase two folding tables from Staples for \$ 49.99 each and dispose of the one badly warped table.

#### Maintenance:

**Action** for Gary to order the signs. **Action** for Gary to fix the bathroom vent in Building #6 (discovered by roofers). Gary has proposed using ocean stone around the front trees with a flat brick border. **Action** for Gary to discuss this with both the arborist and the lawn care vendor. Discussion about fee for special services provided by Gary resulted in a **motion** by Dave, second by Charlie, passed 6-0-0 to charge \$ 50/hr for home owners, payable at the time of service. Chapman Place will charge \$75/hr to vendors who request Gary's services. **Motion** by Dave, second by Linda, passed 6-0-0 to give Charlie an authorization limit of \$ 500 for maintenance issues without prior Board approval.

#### Bids & Contracts:

**Action** for Gary to prepare a spreadsheet for the next meeting with material received from all vendor bids for the replacement of wood steps at Buildings #23 and 26 (and Unit #33). After investigation with SPS of the leaks experienced this past winter at Building #3, a phone vote taken on 3/27/08 unanimously approved to put an ice and water barrier on the full chimney chase on the four buildings being done this year at a cost of \$ 1980. **Motion** by Marion, second by Charlie to have SPS go back to Building #3 to do the full waterproofing procedure (\$90 for single; \$ 135 for double). They had done the job properly, but due to unusual weather conditions, we feel it prudent to modify the barrier in hopes of avoiding future leaks. **Action** for Gary to have SPS review other issues at Building #4 and #26 noted during the Fall Walk Around. Work on the wall behind Building #7 has resumed; J's Lawn Care will begin spring clean up this week. Samsun began repair of the wavy sheathing behind Building #9 only to discover insufficient backing to secure the siding. They will re-evaluate the options for securing the siding and bill Chapman Place on a time and material basis. **Action** for Gary to monitor the project closely. Report from the 2007-2008 springing season presented along with the initial damage list.

#### Treasurer Report:

Balance Sheet off until year end closing by accountant.

#### Office Reports:

CPC terminated membership in the Chamber of Commerce and Gary changed his health insurance coverage resulting in a lower premium. **Action** for Marion to put a reminder in the Newsletter about keeping grills away from the siding and fences. Anne-Marie's request for a new copy/print/scan machine for the office was tabled. A special assessment will be imposed to the five unit owners who did not participate in the patio door replacement program which ended in 2007.

**Attorney Vander Linden provided an updated Insurance Resolution. It was signed by the current Board of Trustees and notarized for submittal to the Registry of Deeds. It changes the stated Master Policy deductible from \$ 2500 to \$ 10,000. Action for Marion to distribute this updated resolution to the Membership upon its return from the Registry. In the mailing we will reiterate that the condo docs require each unit owner to have coverage that is sufficient to cover this deductible and we will include current information from Rodman Insurance Agency regarding our Master Insurance Policy. He confirmed with Rodman Insurance that we do not have "all in" coverage. The provision that requires unit owners to report improvements with a value of over \$ 1000 is contained in the Declaration of Trust and would be necessary to have on file for replacements of equal value should a loss occur. This has been in the Newsletter on a number of occasions and we will continue to remind the Membership that they may be at risk if they 1) have no coverage; 2) have insufficient coverage; and 3) do not notify the office of improvements. Attorney Vander Linden confirms that the Board needs the information contained on the annual survey/census in order to manage the condominium in an efficient and reasonable manner and that we can 1) require the unit owners to provide the information and 2) impose a fine if the information is not provided in a timely fashion.**

#### Interesting Quote:

*The greatest problem in communication is the illusion that it has been accomplished.*

*George Bernard Shaw*

## 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 Hall, #781-247-7800, Ext. 809 Fax #781-444-0090 or on-line at <a href="http://www.rodmanins.com">www.rodmanins.com</a>
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 cpctrust@verizon.net <a href="http://www.chapman-place.com">www.chapman-place.com</a>

### Synopsis 5/13/08

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Charlie Bartlett; Ardelle Bedford

**Motion** to accept April 8, 2008 Regular & Executive Session Board Minutes was made by Dave, second by Linda passed 5-0-0.

**Visitors:** Gary Zimmerman, Community Administrator; Mary Elizabeth Moore, Unit #93

#### Clubhouse/Pool:

Timeline check list posted on lifeguard's door. Required items are being completed by Deb and Gary. Due to family obligations, Deb will not have as much time available for work at the pool. Pump re-piped, ramp cemented, lock replaced on slider, new flower garden at gate. Lifeguard orientation is scheduled for 5/29/08.

#### Maintenance:

**Action** for Gary to post a list of times for sprinkler rotations. He continues to monitor and remedy irrigation issues. **Action** for Charlie to research peeling of railings at Bldg #6. **Action** for Gary to proceed with diamond shaped gable vents on Bldg #8 where there is no ridge vent. Wall at Bldg. #7 is near completion. Grass has been slow to come in but when fully established, rear of building will be power washed. Conservation Commission and Whitman & Bingham Engineers need final sign off of project. Gary proposed planting Juniper shrubs on back side of wall to assist in soil retention and aesthetics. Invoice for fence was adjusted down by \$ 322.50 due to a measuring error. Proposal to prune Weeping Cherry tree in rear mulch area rather than remove was reviewed. **Action** for Marion to respond with letter of approval. **Action** for Gary to repair melted siding of unknown origin at Bldg.#23. **Action** for Gary to spot seed areas where the hydro-seed didn't take.

#### Bids & Contracts:

Trash pickup bill increased \$ 91.78. This represents a maximum of 4% as stated in the contract. **Action** for Gary to prepare a spreadsheet with material received from all bids for the concrete stoops at Bldgs #23 and 26 as well as steps at Unit #33, 116, and 120. In addition to the makeup of the concrete, a drawing/sketch is to be included to determine height of step and description of how they will handle plywood under the siding. Snow damage repairs for the 2007-2008 season were completed and our final contract payment was adjusted down \$ 467.50. Bids to replace kitchen tile at Clubhouse were tabled. Bid for deep root liquid fertilization of trees was tabled. **Action** for Gary to investigate possible fertilization of flowering trees and shrubs with "sticks". Bid for constructing composite deck over rear patio tabled. **Action** for Gary to get quotes for patio replacements. Held back \$5000 each from invoices for Bldgs. #6 and 8 roofs due to shingles and punch list issues.

**Action** for Marion to write to SPS with Board's request for a 10 year extended warranty (rather than five year) on workmanship and for a \$ 2500 monetary compensation as credit for the 25 yr vs. 30 yr shingles and for time invested in overseeing the project by Gary. Fire alarm trouble shooting is ongoing. Bid received from **Dandini** to excavate a trench between Bldgs. #6 and 7 for electrical conduit. **Action** for Gary to submit a proposal for CPC to do the work using rented equipment and labor. Tabled until next meeting. **Action** for Gary to work with Reliable Alarm to establish specifications for all future replacements of under ground wire. **Action** for Gary to review current status of front door frame painting project with vendor.

**Treasurer Report:**

Balance Sheet: Assets \$ 561,841 with Liabilities \$ 561,841. **Action** for Gary to change DCU to "10 mo" and Fidelity to "4 mo". **Action** for Gary to review details of G/L #6330 and adjust as necessary.

**Office Reports:**

Various correspondence reviewed. Recently modified **Insurance Resolution** has been received from the attorney after being recorded at the Registry of Deeds. **Action** for Marion to mail this in June to all unit owners as an official part of the condo documents. **Action** for Marion to write to **Continental Clean Air** tabling any ventilation cleaning by their firm in view of our ongoing dryer vent program performed by Gary upon request. Master key audit performed by Gary and on file. **Action** for Gary to remind all vendors to notify him when scheduling work on the property. **Action** for Gary to get a progress report from the gas company of repairs in the road by Bldg. #16. Because of an increase in parking violations, **action** for Gary to review the ticketing procedure with Lock-tite. **Action** for Gary to drive through the property each morning before checking in at the office. **Action** for Anne-Marie to review the Lock-tite reports with Gary weekly. **Motion** by Marion, second by Dave to have Gary review the Payroll Module offered by TOPS prior to requesting a thirty day trial. Cost of the module is \$ 695 which would pay for itself in a short time by avoiding monthly charges from the accountant as well as providing CPC with more precise reporting for budgeting and payment of taxes.

**The Maintenance Corner**

By Gary Zimmerman



April began with a **bang** at Chapman Place: four roofs were replaced, work on the wall behind Bldg. #7 resumed, spring clean up was done by the landscapers, front door frames were painted, the irrigation system was reactivated, the pool was opened in preparation for certification for the season, etc. etc. etc. New road signs have been installed, parking lines freshly painted, more landscape enhancements throughout the property.

Please be my eyes and ears. I cannot be everywhere, all the time. If you question vendor work or see items in need of attention, please give me a call!



Building #6



New signs at both entrances



Wall and fence at Bldg. #7

**Vendors**

**Carpentry/General Repairs**

Samsun Contracting 978-375-8069

**Electrical**

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

**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

**Security**

Lock-tite 978-630-4867

**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



**From the Office**

By Anne-Marie Barba

**2008 Summary**

	March	April	YTD
<b>Income</b>	\$ 50,663	\$ 58,906	\$ 211,291
<b>Expense</b>	\$ 38,750	\$ 40,206	\$ 168,602*

\*\*\$ 51,000 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.

**Parking Spot Wanted**

**Problem:** I have 3 cars but only 2 parking spots at Chapman Place.

**Solution:** If you don't use your driveway or will be away for an extended period of time, or if you have an unusually large driveway with space for another car, I want to hear from you. I am willing to pay by the month for another parking spot at Chapman Place. I'm an honest and trustworthy person and I have my own insurance. **If interested, contact Greg at 508-317-9822**

**Attention to All Motorcycle Owners:**  
Please be sure to use a steel plate under your kickstand!  
Thank you.

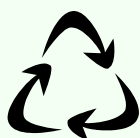
**Interesting Quote:**

*One never notices what has been done; one can only see what remains to be done.*

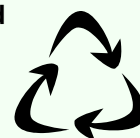
*Marie Curie*

July 2008 Trash Pickup						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Trash must be out by 7:00 a.m.!						

August 2008 Trash Pickup						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30
Trash must be out by 7:00 a.m.!						



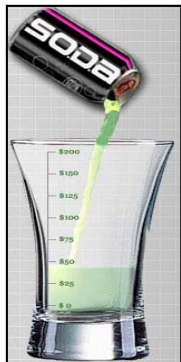
Gary will redeem the RETURNABLE CANS & BOTTLES and the proceeds will be donated to Children's Hospital (kids with cancer). Totals will be posted in each Newsletter and on our website ([www.chapman-place.com](http://www.chapman-place.com)).  
Your clean recyclables should be put in the totes behind the white fence in the Club-house parking lot. Please remember to consolidate!



See 8.1 in Rules & Regulations for trash tote times...no earlier than 1 hr. before dusk the night before and brought in by 8 pm after pickup. Tote shall remain in the garage except during these times. Please bag all trash.

**Recycling Reminder!**

By Gary Zimmerman



Recycling is now "single stream" and **does not need to be separated**. It is still very important that you **flatten the cans, cardboard, and plastic** as much as possible as we only have (10) totes for the recycled items which are picked up every other week.

**2008 Can Donation** total to date: \$ 119.90

**Hazardous Waste Day** at the DPW on Graham Street: **June 28th**

Graphic courtesy Steve Scansaroli

\*\*\*\*\*

**Pool Opens June 21, 2008**

11 a.m.—7:30 p.m. every day  
(first and last half hour for adults if needed)

New pool passes are available from the life-guards. All residents must fill out an application and will be given a copy of the pool rules at that time. There will be a \$ 2 charge for lost passes. If you already have a pass, please bring it.

Have Fun!  
Enjoy the playground until dusk.



Use caution when grilling. **Pull grills away from the building and privacy fences.**

**Cleaning Up?**

Why not turn unwanted items into **cash**? List items for sale on the CPC website!

No window air conditioners are allowed at CPC.

Please pick up all toys, etc. from the lawn each day. These can cause damage to the mowing machines.



2008 Pool Staff pictured left to right: Gary Zimmerman (CPO), Kim Smith, Deb Warrington (CPO), Nikki Andreucci, Susan Kahlbaugh, and David Jennison