

# The Winter Newsletter

February 2010

## 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.

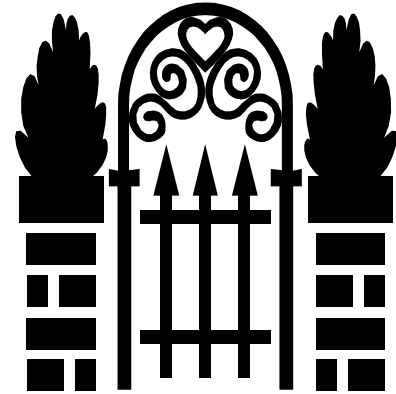
Tuesday, Mar 9, 2010  
Tuesday, Apr 13, 2010

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

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

## Fundamentals-Ten Basic Principles (as reprinted from *Condo Media* Feb. 2010)

- Associations ensure that the collec-  
tive rights and interests of home-  
owners are respected and preserved.
- Associations are the most local form  
of representative democracy, with  
leaders elected by their neighbors to  
govern in the best interest of all resi-  
dents.
- Associations provide services and  
amenities to residents, protect prop-  
erty values and meet the established  
expectations of homeowners.
- Associations succeed when they cul-  
tivate a true sense of community,  
active homeowner involvement and  
a culture of building consensus.
- Association homeowners have the  
right to elect their community lead-  
ers and to use the democratic process  
to determine the policies that will  
protect their investments.
- Association homeowners choose  
where to live and accept a contrac-  
tural responsibility to abide by estab-  
lished policies and meet their finan-  
cial obligations to the association.
- Association leaders protect the com-  
munity's financial health by using  
established management practices  
and sound business principles.
- Association leaders have a legal and  
ethical obligation to adhere to the  
association's governing documents  
and abide by all applicable laws.
- Association leaders seek an effective  
balance between the preferences of



- individual residents and the collec-  
tive rights of homeowners.
- Association leaders and residents  
should be reasonable, flexible and  
open to the possibility—and benef-  
its— of compromise.

While we have always had a Board of Trustees, it's been since the fall of 2003 that these *volunteers* have managed the Association with the help of two part time employees. Please consider what *your* contributions might be to this enormous effort. We welcome your ideas, your expertise, and your help.

We have received recent reports of vehicle tampering:  
Keep cars locked, keep personal items of interest out of sight and leave your porch light on.  
Don't hesitate to call our security company listed on page 3 or the Leominster Police at #978-534-7560

Book your **parties** at the Clubhouse by calling #978-537-8041  
[www.chapman-place.com](http://www.chapman-place.com)



Please return your census form to the office at your earliest convenience. Deadline was January 15th. Thank you.

**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.



### Interesting Quote:

*It's a simple formula: Do your best and somebody might like it.*

Dorothy Baker



**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.*

### 12/8/09 Synopsis

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Charlie Bartlett (excused at 8:30); Ardelle Bedford, Luciano Miletta, and Mary Elizabeth Moore

**Motion** to accept the November 10, 2009 Regular Session and Executive Sessions Board Minutes was made by Mary Elizabeth, second by Linda, passed 7-0-0; Minutes from November 16, 2009 Special Contract Meeting tabled for verification.

**Visitors:** Gary Zimmerman, Community Administrator

#### Maintenance:

Future form letters setting up fire alarm inspections should include that we require access to the heat sensor device in the garage which means the car must be removed and in the years that we test the sensors in the attics, they must be sure there is clear access to the hatch. **Action** for Mary Elizabeth to work with MaryAnn to notify unit owners of non-compliance issues after fire alarm testing. Gary will do the follow up inspections. **Motion** by Mary Elizabeth, second by Ardelle, passed 7-0-0, to **action** Marion to send letter requesting removal of kitchen fan entirely as the blades have been put back on which is against NFPA regulations. Relocation of the balance of fire sensors in the attics and the recommendations made for CPC actions will be scheduled by Gary and Mary Elizabeth. Table until January the proposal for a three year contract with *Reliable Alarm Systems* for future fire alarm testing. **Motion** by Marion, second by Charlie, passed 7-0-0 to **action** Gary to schedule change of common water pipes in Buildings #8, 11, and 18 to PEX which will complete the conversion and to have the City disconnect the common meter at Building #6. **Action** for Gary to repair tiles in clubhouse foyer then strip and reseal all tile floors. After review of more information regarding various lighting options, a **motion** by Linda, second by Dave, passed 7-0-0 to **action** Gary to purchase a compact fluorescent light to be put on a 2' pole at the peak of the storage shed facing the clubhouse. Page Electric to install. Gutter issues in Bldg. #11 to be addressed. Continue to contact possible vendors for gutter work. We'll leave it up to Gary as to how to treat each situation where critters are suspected. **Action** for MaryAnn to send winterization letter to U25.

#### Bids & Contracts:

**Action** for Gary to get quote for enlarging and/or creating new access hatches to the attic. **Action** for Gary to hire *Samsun* to install railing at U33, material provided by CPC. **Action** for Gary to discuss snow stakes with Jason. Gary will also discuss the possible consolidation of snow removal equipment on days there is a clubhouse rental. **Action** for Mary Elizabeth to request *Murray Brothers* to use gray Phenoseal to seal the patios where cement was poured over a small amount of siding.

#### Treasurer Report:

Balance Sheet: Assets \$ 582,318.26; Liabilities & Equity \$ 582,318.26. Discussion of funding for extra hours by Gary on two Saturdays to help Marion with accounting issues in TOPS was tabled.

#### Office Reports:

**Action** for MaryAnn to send renewal letters to advertisers in the Newsletter. **Motion** by Mary Elizabeth, second by Marion to not use vendors with inadequate levels of insurance, 3-3-1, no action taken at this time. **Action** for Gary to arrange a 30 day test of the TOPS Work Order Module in February to review with Mary Elizabeth. Table for January a redesign of the "Structural Change Form" (aka Home Improvement Form) to better represent the circumstances for which it is required and to add information regarding insurance and water meter alarm for finished basements. **Motion** by Dave, second by Ardelle, passed 5-0-1 to pay Linda for covering office hours from 9/11-9/14/09 (G/L #8790). After discussion about the vehicle expense in Gary's contract, it was agreed to pay him \$ 150/month as a reoccurring payable in a vendor account. **Action** for Marion to record in the monthly Minutes the number of parking violations from the CC&R report. For November, there were 13 warnings and 4 fines sent.

### 1/12/10 Synopsis

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Charlie Bartlett (excused at 8:35); Ardelle Bedford, and Mary Elizabeth Moore, Luciano Miletta (medical absence)

**Motion** to accept the December 8, 2009 Regular Session and Executive Sessions Board Minutes was made by Linda, second by Ardelle, passed 6-0-0 with changes.

**Visitors:** Gary Zimmerman, Community Administrator

#### Maintenance:

Table decision about the broken mini rototiller until spring. **Action** for Gary to give U165 an estimate of costs to change privacy fence which has been ordered. **Action** for Gary to investigate insulation on garage ceiling at U180. **Action** for Gary and Marion to change the 6D checklist to include a reminder to mark account as "sold" to separate CC&R records.

## 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 cpctrust@verizon.net <a href="http://www.chapman-place.com">www.chapman-place.com</a>

#### Bids & Contracts:

Table to February a decision to sign 3 year alarm testing proposal. **Motion** by Dave, second by Charlie, passed 6-0-0 to accept *Dandini* as a valued vendor for certain bid jobs. Recommendation of the Board for Gary to solicit three bids for replacement decks at Buildings #6 and 12. After further review and updating the specs by Mary Elizabeth, recommendation of the Board for Gary to seek three bids for roof replacements in the fall on Buildings #20, 22, and the clubhouse. **Action** for Gary to re-activate three existing bids for retaining walls for review in February. Recommendation for Gary to solicit three bids for the cement wall replacement at end of Building #17. **Action** for Mary Elizabeth to communicate with *Murray Brothers* that the remainder of the step/wall project will be on hold until spring due to weather and that further payments will be suspended until that time. **Motion** by Linda, second by Dave, passed 5-0-0 to hire *Samsun* for \$ 780 from G/L #9920 to install the railing at Unit 33.

#### Treasurer Report:

Balance Sheet: Assets \$ 572,851.38; Liabilities & Equity \$ 572,851.38.

#### Office Reports:

In December, there were 5 parking fines, 7 parking warnings and 1 tote warning sent through CC&R. **Action** for Gary to prepare his time sheet using the four categories as outlined in Contract Exhibit A and email detail report to Trustees prior to monthly meetings. **Action** for Gary and Marion to integrate suggestions for changes to the "Structural Change Form" for review in February. **Action** for Gary to prepare three options for computer backups. **Action** for Gary to speak with our accountant regarding TOPS entries for "hold backs" and allocated funds for unfinished projects at year end.

#### Safety updates:

Check your carbon monoxide detectors regularly and respond immediately to any notification received following alarm testing or chimney inspections.

Per the specifications for emergency escape and rescue openings defined in the Mass. General Laws, the basement should **not** be used for sleeping in any unit at CPC that does not have a walk out door in the basement.

## From The Maintenance Corner

By Gary Zimmerman



Just a reminder that our contractor is **not required to plow driveways** when **snow accumulation is 2" or less**. He has, on occasion, removed snow this year when it was not technically required and we thank Jason for this extra effort. You should let the office know if there is any damage to the property or if your drive or walkway is not cleared.

We have updated the fire alarm system as part of the City mandate and are being monitored as well by *Reliable Alarm, Inc.* of Westford. Should the fire department receive a fire alarm, they must gain access to your unit in order to verify there is no fire or serious problem inside. If you are not home, this requires an emergency "break in". Many people have allowed us access for both safety and convenience during alarm testing and chimney inspections. See me for details.

Spring will be here soon and I am preparing bids for more Versa-Lock block walls (instead of wood) as well as new roofs on Buildings #20, 22, and the clubhouse and new decks at Buildings #6 and 12.



**Free until April 15th** (then they get tossed out due to lack of space): (2) white composite 6-panel doors (33 x 78 1/2") , hardware and rail included, in perfect condition (sliding closet doors).

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) add your own items directly on the website

Small oak entertainment table w/TV turntable on casters:  
16"Wx41"Lx28"H excellent condition \$ 75 or BO  
Contact Karen at #978-537-0736

## 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

	<u>November</u>	<u>December</u>	<u>YTD</u>
<b>Income</b>	\$ 55,671	\$ 57,898	\$ 643,573
<b>Expense</b>	\$ 78,795	\$ 48,644	\$ 570,396*

\* Includes \$ 170,075 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, or 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

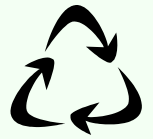
March 2010 Trash Pickup						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010 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	H	20	21	22	23	24
25	26	27	28	29	30	



Your clean recyclables should be put in the totes behind the white fence at the Clubhouse.

**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.**



Money from redeeming cans and bottles is being donated to the Social Committee for community events. Help support the fund!

**Featured Profile(s):**

Belated congratulations to **Jill and Gary Grammont** who won **FIRST** prize in the Christmas decoration contest on Marco Island (FL). From over 1500 entries, their three-story tree of lights, topped with a brilliant star could be seen for miles!

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Kudos to **Gary Z.** for the resounding success of the second annual "Un-plugged" talent show/fund raiser at *Fallbrook*. It generated funds, fun, and a tremendous amount of talent (watch out American Idol!)

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We say a sad farewell to friend and neighbor, **Maureen Clougherty**, who passed away in December. Maureen was one of the founding members of the Social Committee and a frequent visitor at the pool during her summer vacation from the Leominster School Department. She will be missed by many.



**Hanover Theatre**

Worcester, MA  
877-571-SHOW

The Chieftains, March 9th  
A Chorus Line, March 19-21  
U.S. Air Force Band of Liberty, April 7th

Twilight Tours (8 p.m. 2nd Friday of the month)

**Sholan Farms**

1125 Pleasant St., Leominster, MA  
978-840-3276

**LEOMINSTER  
TAX FREE FEBRUARY  
(see merchants for details)**



**First Friday Social  
Clubhouse at 6:30 p.m.**



March 5th      M-Z Appetizers    A-L Dessert  
April 2nd      NO SOCIAL (Good Friday)  
May 7th        A-L Appetizers    M-Z Dessert  
June 4th       NO SOCIAL  
JULY.....POOL PARTY.....DATE TBD