

# The Winter Newsletter

February 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, Mar 10, 2009  
Tuesday, Apr 14, 2009

Residents are invited and encouraged to attend these meetings.

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

## Looking Forward.....

By mgduclos

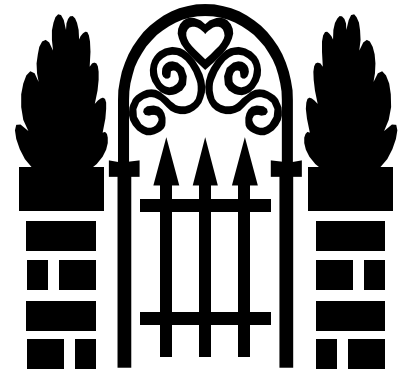
We begin a new year with a sense of optimism: renewing our commitments, revitalizing our energy for challenges and taking stock of the many good fortunes we share. We acknowledge the good and the not so good, building on the positive and learning from the negative. With so much negativity around us, I'm for taking the challenges head on with a positive, can do attitude. Look at our performance over time, performance based on strong principles and willingness to work hard, and you will see success. Let each of us take stock of our blessings and step up to be "part of the solution" not "part of the problem".

**Leominster is now among 90 Massachusetts communities where Verizon has introduced FiOS TV.**

**Go to [www.verizon.com/fios](http://www.verizon.com/fios) to learn more about this topic. If you have an interest in FiOS or have any questions or comments for the Board, please contact the office.**

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This has been the third snowiest December-January period since 1947 without relief between storms. The Leominster DPW reports a total of 52.4 inches of snow through 2/5/09. Beginning with the now infamous December 11th ice storm,



Although Chapman Place suffered some tree loss, we were very fortunate to never lose power and many of you provided shelter for friends and family.

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*Reminder:* no parking in the Visitor's areas during snow removal (see Rules & Regulations). There was a reminder on the front page of the December Newsletter. We have added signage at the parking area between Bldg. #6 & 7. Also, please move your vehicles out of your driveway when the bobcat is on your street so that you are not left with a mess after they leave the property.

Help yourself to the ice melt at the clubhouse and the sand by each mailbox.

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

(Mary Elizabeth, thank you for helping me with the installation of the drapery rods.)



Use caution while playing on the snow banks...no sledding in the streets and no sledding on banks that lead directly to roadways!



(see photos courtesy of mgduclos), we have found ourselves searching for areas to



push the snow, raking roofs repeatedly and breaking up ice dams.



**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 12/9/08

**Attendees:** Marion Duclos, President/Secretary; Linda Novelli, Vice-President; Dave Cucchiara, Treasurer; Ardelle Bedford; Mary Elizabeth Moore; and Charlie Bartlett (excused at 8:45); Luciano Miletta (absent with cause)

**Motion** to accept the November 11, 2008 Regular & Executive Session Board Minutes was made by Linda, second by Dave, passed 6-0-0.

**Visitors:** Gary Zimmerman, Community Administrator

#### Maintenance:

Minutes from the 11/25/08 *Maintenance Committee Meeting* reviewed. Recommendations: fire hydrant maintenance by Hydra Tech, Inc. spring of 2009 for approximately \$ 1500 (from Maintenance Budget) then scheduled every 4-5 years thereafter. Charlie authorized Gary to purchase (11) metal hydrant markers at \$30/ea. There is a procedure in place for ice melt distribution on walks and driveways when conditions warrant. General discussion about fire alarm testing issues and fans not in compliance. Letter from Leominster Fire Department will be included with CC&R notices to unit owners. **Motion** by Marion, second by Charlie, passed 6-0-0 to action Gary to remove the cherry tree at Units 83/85 with replacement in the spring. Miscellaneous parts for the garage doors will be available for free; kits will be for sale.

#### Bids & Contracts:

Premise Access License for VERIZON to install a fiber optic network at Chapman Place was tabled. A new Federal regulation requires safety upgrades to the pool. Proposals from *Underwater Pool Masters, Inc.* and *Snyder Swimming Pools, Inc.* were reviewed, but further material will be obtained and a decision was tabled. Action for Gary to request roof warranty forms from SPS. Gary did walk around without Jason and his findings will be discussed in January when the contract proposal is reviewed.

#### Treasurer Report:

Balance Sheet: Assets \$ 529,330.91; Liabilities & Equity \$ 529,330.91. Action for Gary to print details of postage and fire alarm-reserves for further review. After changing Insurance to \$ 40,000; Supplies to \$20,000; Security to \$ 5500; and Maintenance to \$ 25,000, the **Motion** to accept the 2009 Budget was made by Dave, second by Linda, passed 6-0-0. Action for Anne-Marie to get the procedure from the bank to modify the monthly transfer into the Reserve Fund and for Dave to implement the change effective January 1<sup>st</sup>. **Motion** by Dave, second by Linda, passed 6-0-0 to roll the DCU CD2 into an 8-month CD (at approximately 4%). Action for Marion to provide the office with the new Budget.

#### Office Reports:

**Motion** by Marion, second by Mary Elizabeth, passed 6-0-0 to pay \$ 755 to TOPS (212 Software) for annual support. Action for Gary, Mary Elizabeth, Anne-Marie and Marion to meet to refine the CC&R history report. Action for Linda to cover the office hours during Anne-Marie's vacation. New State law requires Gary to carry prescription coverage on his health insurance. He'll forego his mileage reimbursement but will continue to submit the form for our records and re-evaluate in March. Various unit owner correspondence discussed and actions given. **Motion** by Mary Elizabeth, second by Charlie, passed 6-0-0 to hire *Archer Security* per the CPC Guidelines. Action for Anne-Marie to contact them to set up the schedules for reporting and invoicing. Action for Marion to notify the *Social Committee* that the Summer Pool Party has been approved. Details to be worked out later.

### Synopsis 1/13/09

**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 December 9, 2008 Regular & Executive Session Board Minutes was made by Dave, second by Linda, passed 7-0-0.

**Visitors:** Gary Zimmerman, Community Administrator

#### Maintenance:

Minutes from the 12/30/08 *Maintenance Committee Meeting* reviewed. MC Recommendations: clear damaged trees and brush from the perimeter; pile brush in designated area and chip in spring; hire vendor for tree removal if necessary. Replace vents as needed, charge unit owner for parts. Arrangements were made to meet with the snow removal vendor in order to clarify guidelines. Gary to prepare a list of spring and summer projects; MC to prioritize and discuss which jobs to hire

#### Interesting Quote:

*Yesterday is history; tomorrow is mystery; today is a gift.*

*Eleanor Roosevelt*

## 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>

out. Gary will also create a list of annual tasks with time lines. Board approved the rental of a snow blower (or rental of Gary's machine) to clear snow from siding and stoop areas after large accumulation or roof raking. **Motion** by Mary, second by Charlie, passed 7-0-0 for Gary to purchase privacy fence material from Prizm Vinyl Corp. per proposal #585 dated 1/8/09. **Motion** by Marion, second by Mary Elizabeth, passed 7-0-0 to hire Dandini to move the snow banks. Action for Gary to schedule as soon as possible. MC will attempt to attach an angle iron brace to the warped tables at the clubhouse. MC to review future snow removal contracts to include returning the next day for cleanup and for snow pushers. Action for Mary Elizabeth (with help) to redesign the map stands at each entrance (one is currently out of service).

#### Bids & Contracts:

The Board feels it needs more time to evaluate the Premise Access License for VERIZON to do an analysis of a fiber optic network at Chapman Place. Action for Marion to put a notice in the February Newsletter soliciting unit owner feedback.

**Motion** by Charlie, second by Linda, passed 7-0-0 to hire *J's Lawn Care* for landscaping in 2009 and 2010. He will be using a 21" mower in the smaller front areas near stoops. When the grass does not need to be mowed, he will be given other work to do on the property (weeding, trimming, etc.). **Motion** by Charlie, second by Mary Elizabeth, passed 7-0-0 to hire *Samsun Contracting* to replace the wooden steps with concrete pads at Bldg. #23 and #26. The vendor formerly awarded this job was unable to fulfill the obligation. Weather permitting, we hope to begin mid-April. Action for Gary to prepare both contracts.

#### Treasurer Report:

Balance Sheet: Assets \$ 499,543.80; Liabilities & Equity \$ 499,543.80. Action for Gary to print detail of Maintenance G/L's for MC Meetings.

#### Office Reports:

Master Insurance, *Greater N.Y. Mutual*, performed a loss control survey. Based on those recommendations, action for Marion to send response to Rodman Insurance: a) every two year chimney inspections adequate because the majority of units do not use the fireplace and we have full compliance of those notified about cleanings (seven in 2006; nine in 2008); b) we will investigate placing a temporary Jersey barrier at the end of Bldg. #25 and re-evaluate during road replacement which is in our 5-year plan; c) put fence along cement wall between Bldg. #17 and #19. Action for MC to proceed with plans for b) and c). The Board is taking under advisement two requests for emergency generators at Chapman Place. We will initiate the research process and table further discussion for the February meeting.

(continued on page 3)

(continued from page 2)

In light of new guidelines requiring lenders to obtain more information about condo associations, action for Linda and Mary Elizabeth to re-establish the CPC bank inquiry form which will include the current sum in Reserve Accounts. Various unit owner correspondence discussed and actions given. An invitation to attend the February First Friday Social was sent by the Board of Trustees and the Social Committee to everyone who joined the Association in 2008. Action for Anne-Marie to cancel the BJ's membership.

### The Maintenance Corner

By Gary Zimmerman/mgduclos



What a winter! We have much to consider for the future with regard to getting the snow pushed back far enough to allow for additional amounts of snow to be added throughout the season. This year has been extremely icy, not only on the ground, but on the roofs. We've experienced an unusual amount of ice dams and have raked the roofs several times. I will be analyzing the areas of greatest concerns with the Maintenance Committee and we will formulate a plan to address these areas proactively. If you have a walkout basement with pipes in the rear of your units, be sure there is adequate heat reaching those pipes. We have also experienced frozen pipes.

Spring will be here before you know it! We will plan to have the last of the patio doors replaced, all garage doors repaired, chimneys cleaned (those who received notification following the inspection) and begin making routine repairs to all the buildings as soon as weather permits. Hopefully, the project to replace the stoops at Bldg. #23 and #26 can begin in April/May. Privacy fences, power washing, and landscape plans are also on the schedule.

We need to retrofit the pool with a safety vacuum release system to comply with the new Virginia Graeme Baker Pool and Spa Safety Act before opening for the season. We are not sure of the opening date yet due to a possible extension of the school year.

As always, don't hesitate to contact me should you have particular concerns. It helps to have many eyes! Be aware of your surroundings. Watch for unusual activity (or lack thereof) and leave a message at the office if you have questions or concerns.

### Needed:

Articles and news for future issues of the CPC Newsletters. Please contact:  
[mgduclos@comcast.net](mailto:mgduclos@comcast.net)

Check out the Community Bulletin Board at the Clubhouse and the CPC Website for more details:

### Exercise Equipment For Sale:

Call Michelle at 978-502-0638

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

Computer desk (light colored wood) asking \$ 35.00  
ESA 17" monitor asking \$ 35.00

## 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

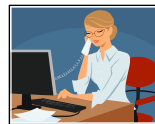
### Security

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)



### From The Office

By Anne-Marie Barba

### 2008 Summary

	Nov.	Dec.	YTD
<b>Income</b>	\$ 53,801	\$ 54,251	\$ 630,484
<b>Expense</b>	\$ 22,879	\$ 54,012	\$ 404,220

\$ 278,426 from Reserve Fund (year end figures not finalized)



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.

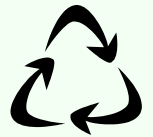
Kim Smith will take care of your needs while you are away from your condo...pets, plants, papers, etc. Call her at (978) 534-1524

March 2009 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	23	25	26	27	28
29	30	31				

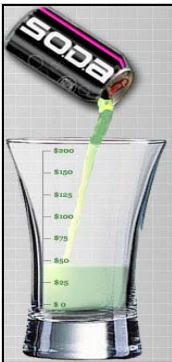
April 2009 Trash Pickup						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30		
Trash must be out by 7:00 a.m.!						



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.**



Graphic courtesy Steve Scansaroli

**Charitable Donation:**

Despite losing several bags of cans/bottles to various scoundrels, we have a total of \$254.10 in the fund from 2008. Please submit the name of a local organization which you feel should receive this money and we will draw from all the entries. Please put your suggestion in the drop box at the clubhouse or contact me at [mgduclos@comcast.net](mailto:mgduclos@comcast.net) by **March 1st**.

Is there someone in our community who would like to be in charge of turning in the cans/bottles on a regular basis? Gary has done this on his own time for two years and with two daughters and his involvement in many school activities such as PTO, his time is limited. Let me know if you are interested!!!



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**First Friday Social  
At the Clubhouse 6:30 p.m.**



The Chapman Place *Social Committee* invites all adults to the potluck dinners on the first Friday of each month. This is a great way to meet new people, get to know your neighbors and become a part of the community. Bring your own beverage of choice (we'll provide water, coffee, tea and punch), your favorite CD's, games, etc. 50/50 Raffle every month!

Hors d'oeuvres		Dessert
March	M-Z (last name)	A-L
April	A-L	M-Z
May	M-Z	A-L



**For the month of February, participating Leominster businesses have agreed to absorb State sales and meals taxes (there may be a maximum amount) to encourage townspeople to SHOP LOCALLY! Let's take advantage of their generosity and show our appreciation!**

**"Books for Troops" is looking for paperback books to send to Leominster residents serving overseas. To find out more, go to [www.gotbooks.com](http://www.gotbooks.com).**

**People interested in volunteering, but who may have limited time, contact [www.community-builders.net](http://www.community-builders.net) (United Way of North Central Mass.) for specific opportunities.**

**Wanted:** a good home for "Tux" a beautiful 1 year old, 10#, litter box trained stray cat (see posters at the mailboxes) who has been visiting me and my two cats for a few weeks. He wants a family of his own, is healthy according to the *Central Animal Hospital* and is scheduled to be transferred to the *Pat Brody Shelter* mid-February.

**Contact:** Susan Leavy,  
Unit #158  
#978-534-1516