

**Chelsea Place Townhome Owners Association–CPTOA**  
[www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)  
**Annual Town Hall Meeting Minutes**  
**Date: December 6, 2023 Time: 7:20pm**  
**Location: Winfield Library**

**Board Members in Attendance:** Lisa Napolitan–President, Bill Riban–Vice President, Laurel Ingram–Secretary, Chuck Sahly–Member-at-Large

**API Manager Present:** Ellen Curtain, API Association Manager

**Homeowners present:** 27 units were represented by presence or by proxy.

- **Meeting Minutes:** Minutes for December 7, 2022, Annual Town Hall Meeting were approved.
- **President’s Report:** Lisa presented slides listing the accomplishments of the Board this past year and spoke to the need of the special assessment addressed by the board prior to the Town Hall meeting.
- **Committee Reports:** Chuck Sahly reported the Landscaping Committee completed projects around the community with the cooperation and help of homeowners, saving the association significant money. Lisa reported that the Social Committee had three TGIF driveway gatherings which were well attended.
- **Election of Officers:** A motion to approve the candidates for Board positions was made and seconded, and a hand vote was taken. All three candidates were approved for the board, Lisa Napolitan, Bill Riban, and Barbara Helm.
- **Treasurer’s Report:** Marc Heisler, past Treasurer, gave a summary of the financial report for 2023. He also spoke about the underfunded reserve and the need to correct that. He anticipates the reserve will end the year at \$200,000.
- **Owner Concerns:** Several complaints were voiced about the Elevations, the vendors that provide our lawn service, including cutting into pipes, scalping the lawn, creating bare dirt spots, and large ruts. Lisa agreed she will give feedback to the owners.

**The meeting was adjourned at 8:25pm.**

**Next Meeting:** Wednesday, December 6, 2023, immediately following the Town Hall Meeting.

Respectfully Submitted,  
Laurel Ingram, Secretary