

Chelsea Place Townhome Owner's Association – CPTOA

www.chelseacircletownhomes.com

Board Meeting Minutes

January 20, 2022 Location: Napolitan Residence

Board Members in Attendance: Bruce Diederich via phone, Lisa Napolitan, Bill Riban, Mike Young, Lawrence Ziman

Meeting was called to order: 4:11

Owner's Forum and Committee Reports

- **Communication Committee**
 - Lisa Napolitan – Website has received minimal updates
 - Vince Morrie – will create more substantial Website updates in the near future

Approval of Minutes

A motion was made to approve the minutes for the December 1, 2021 Executive Board meeting.

*The motion was made by Bill, was seconded by Bruce, approved by the Board.

Treasurer's Report

Financial Report Package, December 2021, prepared by API, was reviewed.

Approval - *The motion was made by Bill Riban, Mike Young seconded the motion.

Unfinished/Updated Business

- Board agreement with statement offered by Edwards Jones staff, "our primary responsibility is Fiscal Responsibility".
- Continue with Elevations Contract for Nov 2021 – Nov. 2023,
 - Will set up meeting with Board members and landscaping committee to review plan
 - Will address follow-through of the workers on specific tasks
- Continue with snow and ice removal contract with Green Planet. *Salting of driveways and walkways will be complete upon request by Mike Young.*
 - *A motion was made and approved to follow through with this agreement.
- Kramer Tree Arborist contract for 2022 will be modified.
 - *Spraying for the 2022 year will be suspended.*
 - *A motion was made and approved for this modification.
- Review proposal to remove tree between 674 and 678 due to tree roots pushing at foundation
- Charge for copy and mailing by API \$183 for Dec. 1, 2021 General Meeting notification
- Update on wood fence regarding upkeep and replacement– not available at this time.

New Business

- Request a meeting with API to review all building maintenance completed during the last 6 years.
- Create maintenance plan for 2022 with API.
- Update Maintenance Matrix and Responsibility
- Building 7 is scheduled to have siding painted and new gutters
- Inquire of API about our CPTOA insurance policy and what it means. Do we have comprehensive insurance?
- To be considered: A new communication chain for homeowners to request repairs.
Through the Website
 1. Request to be made directly to the Board by homeowner.
 2. The Board will then advance request to API. This will increase accountability.
 3. Determine when and how to best notify residents of this change, TBD.
- Request bid from Oasis for landscaping and snow removal for 2022-23
- Request of Maintenance Committee
 - Review condition of gutters – wider, greater slope
 - Gutter apron flashing needed
 - Review schedule for roof replacement in the past
- Review CPTOA Insurance Coverage of shingles
- Determine plan for squirrel issue – which building and which trees to be trimmed
- Kramer Landscaping to be modified Modified
 - Review budget - \$5,800 for pruning, trimming, and selective removal of trees/shrubs
 - Note: Hawthorn and Crabapple trees are prone to disease
- Consult with another Arborist for cost effective plan
- Incidental and copy costs will be submitted by Board members directly to API for reimbursement. *Approved
- New Residents
 - 2021 – 4
 - 2020 – 5

Adjournment: Following a motion by Lawrence, second by Bill, meeting adjourned at 5:51.

Next Meeting:

February 17th, 3:30, location - Lisa Napolitan's home

Respectfully Submitted,
Lisa Napolitan, Secretary