

**Chelsea Place Townhome Owners Association-CPTOA**

[www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)

**Board Meeting Minutes**

**Date: March 25, 2024 Time: 3:00pm**

**Location: 0N680 Napolitan Residence**

**Board Members in Attendance:** Lisa Napolitan–President, Bill Riban–Vice President, Laurel Ingram–Secretary, Barbara Helm–Treasurer

➤ **Committee Reports:**

- Social committee has proposed four TGIF driveway gathering dates. Those are June 21, July 19, August 16, and September 20. The committee is looking for volunteers to host the gatherings. Residents should contact Gail Hanson or a board member.
- Landscape committee has spring walk-through scheduled with Elevations and Bartlett Tree Care on April 3, 2024; residents are invited to join.

➤ **Meeting Minutes:** Minutes for the February 26, 2024, board meeting were reviewed and approved.

➤ **Treasurer's Report:**

- Edward Jones Reserve Account balance is \$225,268 as of March 25, 2024.
- Special Assessment for the roofing funds received to date are \$48,940.
- Lisa will be sending out a letter to any resident that has not paid the special assessment through March.

➤ **President's Report**

- Homeowners undergoing roof replacements will have the option to select a new skylight provided by the roofing contractor or retain their existing one. Lisa will be sending instructional emails to affected residents.

➤ **Unfinished Business:**

- Board had discussed at February's meeting the steep pricing for salting services provided by Elevations this past winter. Additionally, the board talked about homeowners assuming responsibility for salting their own sidewalks when snowfall is 2" or less. This proposed measure could lead to considerable cost savings in the long run. A motion was made to have homeowners be responsible for salting their own pavement when snowfall is less than 2" starting May 1, 2024, this was seconded and approved.
- The board reviewed the final version of the Responsibility Matrix, with the revision of homeowner's doing their own salting, and it was moved, seconded, and approved by the board. Lisa will send this to Ellen for review.
- Motion was made to approve Davis Roofing to complete roof replacement for Buildings 7 & 9, motion seconded, vote taken by four present and four approved. Proposed cost for Building 7 is \$40,950 and Building 9 is \$50,400. Color selected: Williamsburg Gray. Work will begin in May.
- Motion was made to approve Davis Roofing to replace gutters for Buildings 7 & 9, motion was seconded, vote taken by four present and four approved. Proposed cost for Building 7 is \$7,650 and Building 9 is \$8,850. Color selected: Pebblestone Clay.

➤ **New Business:**

- The board is in the process of obtaining additional quotes for painting and wood repair for Building 3. There will be a slight adjustment in Building 3's paint colors this year to match Building 7. A subtle refresh of the complex's color scheme will be implemented featuring more up-to-date colors compared to the original ones that are now 30 years old. This adjustment follows the recommendation of a small committee and a color consultant.

**The meeting was adjourned at 5:15 pm.**

**Next meeting:** Monday, April 29, 3pm at Lisa's.

Respectfully Submitted,  
Laurel Ingram, Secretary