

Chelsea Place Townhome Owner's Association – CPTOA

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Board Meeting Minutes

Date: May 8, 2023 Location: 0N680 Napolitan Residence

Board Members in Attendance: Lisa Napolitan – President, Bill Riban – Vice President, Marc Heisler – Treasurer, Laurel Ingram – Secretary.

Meeting was called to order at 3:10pm.

- **Owner's Forum & Committee Reports:** There were no attendees.
- **Approval of Minutes:** Motion was made to approve the April 17, 2023, Board Meeting Minutes and this was passed.
- **Treasurer's Report:** The April financial report provided by API was received two hours prior to the Board meeting and Marc has not had a chance to review it. This will be completed and reviewed at the June board meeting.
- **President's Report:**
 - An engineer from Reserve Advisors conducted an onsite inspection of the buildings on April 24th. We anticipate their report will be completed in early June.
 - Lisa sent an email to residents on April 19th notifying them of a General Informational Meeting scheduled for Saturday, June 24 at 9:30am at the Winfield Library. The board will be presenting the results of the new Reserve Study and reviewing our finances.
 - Landscape Committee met April 18th and reviewed Master Gardener Rick Hennessey's recommendation for the curve area near Unit 686. The plan was approved for garden bed #1 and #2. A price quote for plants from Rick is being requested. Volunteers have offered to help with the planting.
- **New Business:**
 - Lisa would like the Board to review the Maintenance & Responsibility Matrix. There needs to be greater clarification as to who is responsible for the costs of various cement work, landscaping, and tree services that need to be completed. The Board will be looking at the By-Laws and Rules and Regulations documents and working on the matrix at a separate meeting. An updated matrix will be distributed at the June 24 General Informational Meeting.
 - A motion was made to approve a proposal by Bartlett Tree Experts for pruning overhanging trees, treating roots on three Linden trees, and removal of two Pear trees for \$6,000. The motion passed.
 - A motion was made to approve a contract with Elevations for edging and mulching for \$5,600. The motion was passed.

The meeting was adjourned at 5:15 pm.

Next Meeting: June 12, 3:15pm

Respectfully Submitted,
Laurel Ingram, Secretary