**Chelsea Place Townhome Owners’ Association**   
 [www.chelseacircletownhomes.com](http://www.chelseacircletownhomes.com)  
 Board Meeting Minutes  
 April 23, 2018

The CPTOA Board of Directors met on Monday, April 23, 2018, at 7:00 pm, at the home of Robert Wheatley.

**Board Members Attending:** Frank Alberts Laurel Ingram Robert Wheatley John Fikejs Sue Janis

**Approval of Minutes -** Motion was made to approve the minutes of the March 19, 2018. The motion was seconded and approved.

**Treasurer’s Report –** Was presented by John Fikejs. Motion was made to approve. The motion was seconded and approved.

**Business Discussed**:

* Snow removal cost to date for 2018 vs. budget
* Will request Ellen with API Management to coordinate Inside Out Inspection along with Acres on the same date. Will coordinate to have as many Board members as possible attend.
* Unanimous approval for API Management to have authority up to $500 to approve minor repairs. API is to submit a quarterly accounting of expenditures. This authority excludes landscaping.
* Inspection of building 3 roof will be scheduled. Chimney caps will be inspected at the same time.
* Unanimous approval to write off the remaining outstanding funds related to Rouse residence after collection of six months of fees and attorney fees.
* Motion was made to approve recently completed audit. Motion was seconded and approved. Request to API Management that future audits should be submitted in a time frame that will allow the Board at least two weeks to review and approve.
* Approval on windows at unit 689 pending clarification of the number of windows to be replaced.

**Adjournment**: At 8:26pm, a motion made and seconded to adjourn.

**Next Meeting**: May 14, 2018 @ 7:00 p.m. at the home of Laurel Ingram

Submitted for approval,

Sue Janis, Secretary