**Chelsea Place Townhome Owner’s Association** [**www.chelseacircletownhomes.com**](http://www.chelseacircletownhomes.com)Board Meeting Minutes
 July 16, 2018

The CPTOA Board of Directors met on Monday, July 16th at 7:00 p.m., at the home of Sue
Janis.

**Board Members Attending:**

Frank Alberts Laurel Ingram John Fikejs Sue Janis

**Approval of Minutes:** Motion was made to approve the minutes of the June 18, 2018. The motion was seconded and approved.

**Treasurer’s Report:** The June’s Treasurer’s report was presented by John Fikejs. A motion to approve was made and seconded.

**Business Discussed:**

* Discussed how to better track service and modification requests from homeowners. Sue will contact API to determine how they track requests. We will then determine if spreadsheet can be used to check status monthly.
* Motion was made to approve repair brick square in walkway at 670. Motion was seconded and approved.
* Motion was made to approve correct front step at 220, 230 & 234. Motion was seconded and approved.
* Request for services for 661 were reviewed. Front step will need to be reviewed. Tree in back will be looked at during next tree trimming. Request to remove Linden tree in front of home was denied in order to preserve consistency in the community.
* Wood replacement on buildings 8 and 9 to begin on Tuesday, July 31, 2018
* Will request API to contact Kramer Tree Service to schedule fall walk through. Will review replacement of trees previously removed and identify trees which will need to be replaced in the future.
* API to contact Acres to schedule fall dormant pruning.

**Adjournment:** At 8:35 p.m., a motion was made and seconded to adjourn.

**Next Meeting:** August 13, 2018