

**Chelsea Place Townhome Owner's Association – CPTOA**

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

**Board Meeting Minutes**

**Date: April 17, 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 3:30pm.**

- **Owner's Forum & Committee Reports:** Resident Mike Young provided pictures of portions of his concrete driveway with water puddling.
- **Approval of Minutes:** Motion was made to approve the March 20, 2023, Board Meeting Minutes and this was seconded.
- **Treasurer's Report:** Treasurer's Report was provided by Marc. A motion to approve was made and seconded.
- **President's Report:**
  - The Reserve Study visit is scheduled for April 24th. Lisa and Bill will meet with the engineer conducting the study prior to his inspection of our buildings.
  - Lisa will be sending out a "Save the Date" message to all residents giving them notice of an important General Informational Meeting on Saturday, June 24<sup>th</sup> at the 9:30am at the Winfield Library. The board will be presenting the results of the new Reserve Study, reviewing our finances, and sharing the landscape maintenance and planting recommendations by the Landscape Committee.
- **New Business:**
  - Bids are being requested from Elevations, Kramer Tree Specialist, and Bartlett Tree to trim tree branches 6-8' from all structures to prevent damage from falling branches and to deter squirrels from jumping onto our roofs and potentially causing damage to our homes.

**The meeting was adjourned at 6:15 pm.**

**Next Meetings:**

- May 8, 3:15pm
- June 12, 3:15pm

Respectfully Submitted,  
Laurel Ingram, Secretary