

Chelsea Place Townhome Owner's Association – CPTOA

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Board Meeting Minutes

Date: February 21, 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 3:25pm.

- **Owner's Forum & Committee Reports:** Resident John Fikejs was present to ask several questions about our snow service. The Board will review the performance of Elevations at the end of the season. Elevations will repair grass areas damaged by snowplows in late April. John Fikejs asked about an increase in monthly dues to better support our reserve fund.
- **Approval of Minutes:** Motion was made to approve the January 20 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:**
 - 2022 audit of CPTOA finances is being conducted by the accounting firm of Cuckierski and Associates.
 - There was one snow event in January in excess of 2" and another in February to date. The day of light snow with ice was addressed by the help of a board member spreading salt around the community.
 - Elevations Landscaping will continue to provide service in the third year of our contract.
- **New Business:**
 - Board will evaluate effectiveness of snow removal for the season in April.
 - Sitarz Landscaping & Maintenance is another arborist company to consult in the future.
 - Board reviewed 2015 Reserve Advisors report and discussed \$200k savings shortage in reserve. Board discussed scheduling an updated reserve study to be completed by end-of-May which will be shared with residents at General Neighborhood Meeting now tentatively scheduled for June. This will be a meeting that will be held at a public location.
 - December 2022 income/expense year-to-date shows actual expenses incurred and an excess income of \$36,187.98. Board discussed moving \$35,000 to the reserve at the completion of the 2022 audit. Motion was made and seconded in favor.

- Painting for Building 7 this summer was discussed as well as the option for adding new gutters. Gutters are needed for buildings 7, 8, and 9.
- Lisa will meet with Landscaping Committee in March to research best ground cover that can be planted in shady areas where grass does not grow.
- A motion was made to approve a new contract with Bartlett Tree Experts to spray trees for \$3,138. Note that the Ash trees are not due for treatment this season.

The meeting was adjourned at 6:10pm.

Next Meetings: March 20 and April 17, 3:15pm.

Respectfully Submitted,

Laurel Ingram, Secretary