

**Chelsea Place Townhome Owners Association – CPTOA**

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

**Board Meeting Minutes**

**Date: February 26, 2024 Time: 3:00pm**

**Location: 0N680 Napolitan Residence**

**Board Members in Attendance:** Lisa Napolitan–President, Bill Riban–Vice President, Laurel Ingram–Secretary, Barbara Helm–Treasurer

- **Committee Reports:** Mark Janis presented the roofing committee information gathered on six companies to the board. The board has narrowed down the selection to two companies, Style Exteriors and Davis, which are being closely considered. Each company will deliver its presentation separately to the board on March 11, 2024.
- **Meeting Minutes:** Minutes for the January 22, 2024, board meeting were reviewed and approved.
- **Treasurer’s Report:**
  - Edward Jones Reserve Account balance is \$220,661 as of February 25, 2024.
- **President’s Report:**
  - Contract approved at January 2024 board meeting was signed with Elevations Landscaping for \$18,095 for service from April 15 – November 15, 2024.
  - The Elevation’s salting fee on January 23 was \$1,755. Board discussed exorbitant price and possibility of homeowner’s taking responsibility for salting their own sidewalks when it snows 2” or less. This will be discussed further at March board meeting.
- **Unfinished Business:**
  - Board reviewed Responsibility Matrix and made updates and revisions. This will be reviewed again at the next meeting.
- **New Business:**
  - Bartlett Tree Services has offered a quote of \$4,398 for seven seasonal tree treatments, this includes tree scab for the Crabapple and Hawthorn tree, tip light for the Austrian pines, needlecast for the Spruce and Fir trees, and borer treatment for the Emerald Ash trees. A motion was proposed to approve the contract and seconded. The board voted and it passed.
  - A walkthrough will be scheduled in early April with Elevations for landscaping recommendations, and Bartlett Tree to determine what trees need attention.
  - Painting quotes by AAA for buildings 3, 8 and 10 were reviewed.

**The meeting was adjourned at 5:30pm.**

**Next meeting:** Monday, March 25, 3pm at Lisa’s.

Respectfully Submitted,  
Laurel Ingram, Secretary