

Chelsea Place Townhome Owner's Association – CPTOA

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Board Meeting Minutes

Date: March 20, 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 3:20pm.

- **Owner's Forum & Committee Reports:** Landscape Committee comprised of four owners met on March 17 for the first time. General concerns regarding the bare/woodchip areas, and the possibility of planting ground cover for dirt areas where grass is not growing, were discussed. A walkaround with Elevations and Bartlett Tree Experts to review spring cleanup, mulch, and edging, among other items, is scheduled for April 18th. A budget for the landscaping plans was discussed.
- **Approval of Minutes:** Motion was made to approve the February 21, 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 board discussed, at length, the top three projects that need our immediate attention. They are:
 - 2023 Reserve Study Results
 - Concrete issues
 - Roofing
- **New Business:**
 - Reserve Advisors will be conducting an updated Reserve Study for CPTOA. An Engineer is scheduled to be onsite one day the week of April 24. We anticipate receiving their report the week of May 22 and meeting with them to discuss the results. A general owners meeting will be scheduled at the end of June to review the recommendations of the advisors and decide steps going forward. This meeting will be held at the Winfield Library. More information to come.
 - The Board unanimously approved the 2022 audit.
 - The replacement of gutters and exterior painting was approved for Bldg 7 for 2023. Board will solicit bids from contractors.
 - Bill will be asking for quotes to stain/seal the fence that runs along the County Farm Road properties

The meeting was adjourned at 6pm.

Next Meetings:

- April 17, 3:15pm
- May 8, 3:15pm
- June 12, 3:15pm

Respectfully Submitted,

Laurel Ingram, Secretary