

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Board of Trustees Meeting**  
**January 29, 2008**

**Present:** Mike Carmody, Lynne Donah, Karen Burkinshaw, Richard Lacasse, Norman Muller, Christie Tamsin, and one unit owner.

Ms. Burkinshaw called the meeting to order at 6:30 p.m.

Comments from the Floor:

A question was raised about the 6-D Certificate. Any time an owner sells his/her unit, they must request a 6-D Certificate from the Board. The certificate warrants that the owner is up to date on all financial obligations to the Association and is required at the closing. The cost of this service is currently \$60 payable to the Association. Most of the local condo associations charge \$60 for this service.

Meeting Minutes:

A motion was made and seconded to accept the minutes of the November 27 and January 22 meetings, as amended. Vote: Passed.

Manager Resignation:

Ken Tamsin sent us a letter of resignation, effective March 21, 2008. He is moving out of state to pursue other interests and has offered to help us find a new manager. We wish Ken and Christie good luck on their new adventure.

Snow Removal/Landscaping:

- The Board reviewed the January snow removal bills and found errors. Bombard will be notified and the bills will be adjusted.
- We are currently looking for landscaping bids for the coming season. Ken will get us names of landscaping firms.

Buildings:

- Ken is getting quotes for repairing/repointing the stone work on our buildings.
- Ken will contact owners of Units 24 and 25 about the status of water damage to the units.

Insurance:

- A representative from our insurance carrier will attend our February 26 meeting to explain our current coverage.
- We are also looking into the cost of covering person(s) who do handyman type jobs on the property.

Taxes:

- Richard will call our tax preparer to file an extension for our 2007 taxes. Karen will prepare our 2007 financial statements as soon as possible.

Old Business:

- The shaky deck on Building 4 has not been repaired yet. It will be scheduled as soon as weather permits.
- Water meters will be discussed in March.
- Mailbox repairs are currently on hold.
- Building 1 doors were repaired by the contractor who installed them.
- All of the old glass and window panes in storage will be discarded.
- Mike will get prices for asphalt repairs on the property.
- We will go over work orders at the February meeting.
- As of January 27, we had \$15,386.39 in checking, \$43,308.95 in savings, and \$55,181.72 in a CD for a grand total of \$113,877.06. We will look at detailed financials in February.

There being no further business, the meeting adjourned at 8 p.m. Our next open meeting will be held on February 26, at 6:30 p.m. at the Chicopee Public Library on Front Street. All owners are invited to attend.

Respectfully submitted,



Norman Muller  
Vice President