

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
July 28, 2009

Present: Karen Burkinshaw, Lynn Donah, Steven Judd, Richard Lacasse, and Norman Muller.

Ms. Burkinshaw called the meeting to order at 8:30 p.m.

The purpose of this meeting, which was held after the Annual Meeting, was to organize the Board of Trustees for the coming year. A discussion was held and everyone agreed to fill the following positions:

President:	Karen Burkinshaw
Vice-President:	Norman Muller
Treasurer:	Richard Lacasse
Secretary:	Lynn Donah
Member at Large:	Steven Judd

Our next open meeting will be held on Tuesday, August 25, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

There being no further business, the meeting adjourned at 9:15 p.m.

Respectfully submitted,



Norman Muller
Vice President

The following two pages are the minutes from our Annual Meeting:

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Minutes of the Annual Meeting
July 28, 2009

Present: Karen Burkinshaw, Lynn Donah, Steven Judd, Richard Lacasse, and Norman Muller. The owners of 19 units were also in attendance.

Ms. Burkinshaw called the Annual Meeting to order at 6:30 and introduced the current Board of Trustees.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the 2008 Annual Meeting. Vote: Passed.

Financial Report:

- Karen and Richard went over the 2009 budget and the year-to-date figures. Most of the account balances are on track.

Improvements and Accomplishments:

Norman reported the following list of improvements and accomplishments made during the past year:

- Decks were replaced on Buildings 3 and 4.
- Deck support posts and cement pilings were replaced on Building 5.
- The entrance deck and stairs to Unit 82 were replaced.
- The remaining original front door lights were replaced.
- The doorbell/electric lock system on Building 1 was replaced.
- Buildings 4 and 11 received new front entrance doors.
- A new roof was constructed over the rear outside stairs to the Meeting Room.
- Cracked concrete patio pads behind building 2 were replaced.
- The brick front of Building 8 was repointed.
- Flashing was repaired and dormers were recaulked on Building 4.
- Foundation cracks in several units were repaired.
- Buildings 5 and 11 had several inadequate downspouts replaced with larger ones.
- Normal roof maintenance (repair of ridge vents, recaulking, and gutter cleaning) was done on all buildings.
- Several sliders were replaced this year.
- Landscaping of Building 7 was refurbished and updated.
- Broken berms were repaired including dressing of adjacent grassy areas.
- Two new parking spots were created in front of Building 1 and parking spots were renumbered to better serve residents of that building.
- Several large, dangerous trees were removed from behind Buildings 2, 3, and 5 and from the front of Buildings 1 and 3.
- We convinced Chicopee Mason Supply, our neighbor, to remove several dangerous trees overhanging our property.
- Four of the five irrigation controller boxes were replaced and rain sensors were added to the entire property. The entire system was also checked for leaks in an effort to save water.
- We hired an engineer to address erosion and water issues behind Building 2. Some of the recommendations will be implemented this fall.
- Extensive repairs were made to the outside lighting system on the property to include a new light at the front entrance sign.
- We implemented a property-wide bug/pest spraying program.
- As of January, 2009, we are self managing the property at a huge cost savings. Our answering service provides 24/7 access to residents.
- We are in process of developing a web site to display notices, meeting minutes, and other important information.
- We completed an informal survey of condo fees in the Chicopee area. The survey shows that our monthly condo fees are lower than more than half the condos in the area.
- We hold winter meetings at the Chicopee Public Library and do not rent the Meeting Room in winter to conserve heat.
- Future Plans include more deck replacements, shutter replacements, fence replacement behind Buildings 5, 6, and 7, and addressing sidewalk and front step issues.

Trash and Recycling:

Steven offered the following suggestions:

- Do not dispose of electrical equipment, old grills, construction debris, etc., in our dumpsters. These things need to be taken directly to the Chicopee Landfill.
- Recycling materials such as paper, glass, and plastics should be thrown in the recycling dumpster.
- Always throw stuff to the rear of the dumpster. Otherwise, the front of the dumpster is full and the back part is empty.
- Break down boxes before placing them in the dumpster.

Reminders:

Lynn gave a list of reminders:

- Storm door replacement is an owner responsibility. New doors must match all others on the property.
- People who want to stain their decks should use cedar color stain. Trex covered decks should NOT be stained.
- Completed 2009 profiles are due by August 1, 2009. Late submissions will be fined.
- Dogs must be leashed at all times. You must pick up after your dogs and cats.
- Report all problems that impact the entire Association. Report a problem by calling our answering service, write a note with your condo payment, or come to our monthly meeting.

Sense of Community:

- Karen thanked all the residents who have done things to improve the property such as planting flowers, picking up trash, etc. She also reminded everyone that we are a community and we need to take care of each other.
- Karen also thanked the Board members for all the good work they do throughout the year.

Trustee Elections:


- The positions currently held by Lynn Donah and Steven Judd were up for election this year. Both agreed to run for office again. Since there were no other nominations or volunteers, Lynn and Steven will each serve a three year term. Congratulations!

Questions and Comments from the Floor:

- Some of the trees behind Building 7 need to be trimmed.
- The front door to Units 83 and 84 needs to be adjusted.
- Outside lights on Building 11 are not working properly.
- Fire hydrants on the property have not been flushed in years.
- Outside rails are in poor condition and need to be repainted.
- We should look into sweep accounts and other banking products that might be financially advantageous to us.
- Last winter's snow plowing was the best in recent history.
- Many people would like their units to be referred to as "Unit" instead of "Apartment" in their mailing address.
- Karen conducted a non-binding vote as to who should be responsible for broken doorbells on individual units, the owners or the Association. Ten people voted that this is an owner responsibility. Four people voted that this is an Association responsibility. The rest abstained.

There being no further business, the Annual Meeting adjourned at 8:10 p.m.

Respectfully submitted,


Norman Muller
Vice President