

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
MINUTES OF THE ANNUAL MEETING
July 25, 2006

Present: Karen Burkinshaw, Norman Muller, Dee Desroches, Janet Reopel, Dick LaCasse, Bill Brunelle and 34 unit owners.

Refreshments were served from 6:00 p.m. until the meeting was called to order by Karen Burkinshaw, the President, at 6:35 p.m. She welcomed all new unit owners into the community and then introduced the members of the board.

Minutes: Ms. Burkinshaw made a motion to waive the reading of the minutes of the 2005 Annual Meeting, as they had been included in the pre-meeting mailing.
The motion was made and seconded and the VOTE PASSED.

Review of our Financial position:

Ms. Burkinshaw went over the financial report, and discussed where we are in relation to our 2006 budget. We are at 100% for mulch/stone/ground cover, which is okay – that work is done for this year. We are already at approximately 84% of our snow removal budget. Hopefully, there won't be any snow until after the New Year. We may go over our electricity and maintenance amounts. And we are already over on our gas utility budget, as expected with the high cost of heating fuel. We are right on track with all other budgeted items.

Dick LaCasse, the Treasurer, reported the following as of July 25, 2006:

Operating Budget (held in a checking account)	\$14,918.51
Reserve Accounts (held in a savings account)	\$63,934.36
(held in a United Bank CD)	\$51,353.94
(held in a United Bank CD)	<u>35,694.16</u>
Total Reserves	<u>\$150,982.46</u>
Total Assets	\$165,900.97

Questions/comments from the floor:

C: Conserve water as much as possible.

C: We have finally been reimbursed by the city for last year's trash removal.

Q: Can the board look into hiring an electrician to come onto the property for a couple of days to help residents install the 150 new smoke / CO detectors we are going to order? Board will look into hiring an electrician. All residents will share the expense.

C: All high decks are going to be inspected for safety reasons.

C: All gutters on the fronts of the buildings have been reattached with screws instead of nails and in some cases a "drip edge" has been installed.

C: Our landscaping plans are on hold for the time being as it is too hot now to move plants around

C: In attempting to replace one pair of shutters on building 9 it was discovered that the model and color are no longer available, so all new shutters will be purchased for building 9.

Improvements made in the last year:

The secretary, Dee Desroches read the list of projects/work accomplished since last year's annual meeting.

- Several buildings were power washed, as were some decks (done at the owner's expense)
- The scraggly bushes around the cement stairs in front of Building 11 were pulled out

- Shrubs by the fence at the entrance to the property were removed and now there is grass all the way up to the fence
- All “j” channels on tops of the sliders on the property were replaced or installed as needed
- Tom Smith designed and implemented new landscaping for the front of Building 3.
- PreCast moved some sets of cement stairs closer to the building and sealed them.
- Fairview Fence installed a new railing going up to unit 82, and repaired 1 pipe railing in front of units 83 / 84.
- \$50,000 was moved from our regular savings account to a high interest savings account.
- The *Clearview Heights Condominium Association, Rules and Regulations* were revised
- Distributed 2006 Information Packages. The packages included a Newsletter, the budget for 2006, the 2006 coupons, mailing labels, snow removal policy, new Rules and Regulations and a questionnaire on smoke detectors.
- Smoke / CO detectors were researched. Report from Norm Muller.
- Changed our insurance carrier to Berkshire Insurance Group for our master insurance policy at a cost of \$12,595 (a big saving over last year) with a building limit of \$9,532,833 instead of Traveler’s Insurance, which has a building limit of only \$9,100,000.
- Recycling project was implemented.
- Roadway in front of Building 11 completely repaved.
- Meeting room “energy audit” was performed by CELD. Their recommendations included:
 - Closing the bathroom doors and run ceramic heaters inside.
 - Installing weather-strip around the windows
 - Stuffing additional insulation in the older part of the building.
- 10 more light posts and/or trees on the property were “edged” and filled with rocks.
- 80 yards of mulch was laid down.
- Over 50 dead shrubs were removed, and Tom Smith is working with BMC landscaping to move things around and purchase new plantings.
- One 10-yard dumpster was removed.
- All gutter repair work on the building fronts has been completed.
- Tim’s Tree Service took down 3 trees, one small pin oak behind building one, one behind Building 3 (dead) and one behind Building 6.

Recycling / Trash Status Reiterated: Dick Lacasse

Please be aware of the dumpster restrictions. A list of items that **cannot** be put into the dumpster has been posted in the meeting minutes on several occasions. As of yet, we’ve not been charged for any “illegal” items in our dumpster, however theoretically it could happen.

The Chicopee dump is easy to get to, and it creates revenue for the city. **Large or restricted items must be brought to the dump.**

Be sure to flatten boxes and cartons before you put into the paper receptacle.

The new trash area pad and sidewalk will soon be poured by Theroux Brothers.

Reminders: Norman Muller, (Vice President)

PLEASE:

Always send coupons with your condo fee payment. Payments must be received no later than the 10th of each month; otherwise the unit owner will be charged a late fee.

Don’t park in front of the mailboxes except to jump out of the car and retrieve your mail; and please don’t park “across” the parking spaces but leave room for others who may arrive at the same time to pick up their mail. We are a community and courtesy should be a priority.

Send in completed profiles by the deadline – separately or with your condo fee payment.

- We need a telephone number – even if unlisted – we won’t tell.
- We need to know your mortgage lender

▪ Some of the information we need to know so we are properly insured
Screen/storm doors must match others on property when being replaced – the standard is a door called Classic, it is a Harvey Door.

Garden Style Units apparently have very long dryer vents and it is recommended that the vents be cleaned out at least every six years to eliminate any built up lint, which could ultimately result in a fire and to replace any plastic vent hose with metal.

Deck stain color must be Cedar, use whatever brand you prefer. Staining is done purely for aesthetic purposes, as we have been told that staining does nothing to preserve the wood.

Dogs must ALWAYS be on a leash and owners must pick up after their pets. Please report any offenders in a note sent with your condo fee payment.

Landscaping: If you want to plant shrubs or perennials, please get permission from the board. If you want to plant annuals, that's no problem.

For any problems in your unit or anything that you want to report to the board - please call the manager and include a note with your condo fee payment.

Things that the board **must** be notified of:

- Cracks in the foundation
- Leaks
- Mold

Two open board positions needed to be filled as Dee Desroches, (Secretary) and Janet Reopel (At-Large who was finishing out the term for Beth Lemelin) terms expired on 7/25/06. Both were willing to serve another term. New owner, Michael Carmody, had notified the manager that he was interested in running for a position as well. The votes were cast and counted and Dee Desroches was reelected, and Michael Carmody was newly elected to the board. We bid Janet a fond and sad farewell and thank her for her many hours of volunteering on the Board and for all her great ideas and sharing her experiences from other condos she has lived at. It has been great working with Janet. Congratulations Michael, and welcome on board!

Copies of the by-laws are available for \$15 and should be provided to new owners by the previous owner, also the condensed version of the *Rules and Regulations* should be provided by the previous owner.

Karen thanked everyone who attended as well as the members of the Board for their work throughout the year.

There being no further business, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Dee Desroches
Secretary