

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**MINUTES OF THE ANNUAL MEETING**  
**July 29, 2008**

Present: Karen Burkinshaw, Mike Carmody, Lynn Donah, Richard Lacasse, Norman Muller, Ethel Lee, and the owners of 19 units.

Refreshments were served from 6 p.m. until Karen Burkinshaw called the meeting to order at 6:30 p.m. She welcomed all new unit owners into the community and then introduced the members of the Board of Trustees as well as our Manager, Ethel Lee.

Meeting Minutes:

A motion was made and seconded to waive the reading of the minutes of the 2007 Annual Meeting.  
Vote: Passed.

Finances:

Richard Lacasse, treasurer, gave the financial report.

- As of today our checking account balance is \$10,155.48 and our savings balance is \$102,619.65 for a grand total of \$112,775.13. Richard also clarified some of the expenses that were listed in the 2007 financial statement as well as some of our current expenses.
- Water expenses continue to rise and individual water meters are not a possibility at this time. Residents need to conserve water. Our irrigation system has been reset to water most areas every other day instead of daily.
- The property is now almost 20 years old and maintenance and repair costs are increasing.

Improvements made in the last year:

Lynn Donah reported on all improvements made since the last Annual Meeting.

- Building 5 deck stairs were replaced with Trex (composite wood).
- The gate to the park has been locked to deter break-ins and access to non residents.
- We now spray the entire property for pests and bugs on a regular basis.
- Winter condo meetings (January – March) are now held at the Chicopee Public Library to save heat. We also do NOT rent the meeting room during those months for the same reason.
- Installed Trex (composite wood) on all decks in Building 8.
- Gutters were cleaned and repaired on a regular basis.
- Building 1 doorbell system was repaired. We will need to look at full replacement in the near future.
- Eight sliders were replaced during the year with the Association paying half the cost for each.
- We removed several trees on the property and trimmed others.

Lynn also reported on current and future projects:

- Vinyl siding on the front and sides of Building 5 will be replaced due to borer bee damage.
- Building 4 front doors are being replaced.
- Three entrance doors on Building 11 are being replaced.
- Brick work on Buildings 3 and 5 is being repaired and repointed.
- All original front door lights on the property will be replaced.
- Decks are being replaced on Building 3.
- Current plans call for replacing all decks on the property over the next three to four years.

Reminders:

Norman Muller covered a list of reminders:

- Keep gas grills away from the vinyl siding.
- Do not feed birds as the food attracts unwanted animals.
- Do not stain Trex. When staining rails and privacy panels, use a color that matches the Trex.
- Make sure visitors and guests park correctly.
- Keep vehicles in good repair as you are responsible for damage caused by fluid leaks.

- No speeding on the property. Speed bumps could be installed to deter speeding.
- Dogs must be on a leash at all times and owners are responsible for picking up dog droppings.
- Recycle. Use dumpsters correctly (no old furniture, construction debris, etc. in the dumpster. Bring old furniture, TV's, etc. to the Chicopee landfill.
- Conserve water. No car washing and no kiddie pools.
- When paying condo fee, either use the coupons or indicate what month you are paying for.
- Turn in 2008 Profiles by August 1.
- Rules and Regulations were revised in June, 2008. Warning notices are gone. Fines are assessed for rule infractions.
- Report all problems by calling the Manager and writing a note with your condo payments.
- Be aware of your surroundings. Report non-resident use of dumpsters and other rule infractions to the Manager. If you see suspicious activities, CALL THE COPS.

Election:

- One Board position needs to be filled. The incumbent, Richard Lacasse has agreed to run again. Steven Judd, new owner of Unit 19, volunteered to run. An election was held. Richard received 16 votes and Steven received 9 votes. Congratulations Richard!

Questions and Comments from the floor:

- The Board was congratulated for their hard work.
- One owner expressed a preference for regular, small increases in condo fees instead of large increases every few years.

Karen thanked everyone for coming to the meeting and thanked the Board for their work throughout the year.

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

Respectfully submitted,



Norman Muller  
Vice President