

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Annual Meeting Minutes**  
**July 25, 2017**

Present: Karen Burkinshaw, Luann Canedy, Laurine Ferrarini, Richard Lacasse, Norman Muller, and the owners of 22 units. Twenty-four unit owners could not attend and submitted a proxy. We did not hear from the remaining 40 owners.

Ms. Karen Burkinshaw called the Annual Meeting to order at 6:30 p.m.

Welcome and Introductions:

- Karen welcomed three owners who moved to Clearview last year: Howard and Michelle Cormier of Unit 9, Brenda Wilk of Unit 33, and Richard Keough of Unit 63.

Meeting Minutes:

- A motion was made and seconded to waive the reading of the minutes of the 2016 Annual Meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the 2016 Annual Meeting. Vote: Passed.

Board Member Introductions:

- Karen introduced current Board of Trustee members and gave a brief description of their duties on the Board.

Financial Report:

Karen talked about the 2016 and 2017 budgets.

- In 2016, we spent more than our budget. However, in 2015, we spent \$3,000 less than the budgeted amount so that amount was rolled over to the 2016 budget. Our water account went over budget by almost \$5,000 and our irrigation repairs went over budget by more than \$4,000. We had savings on other line items so our net loss in our operating budget for 2016 was \$3,253.
- In 2017, we are on track, so far. For 2017, we increased our water account by \$7,000 over last year's budgeted amount and we may end the year in good condition.

Grills on the Property:

Norman talked about the Massachusetts Comprehensive Fire Safety Code pertaining to grills.

- The state enacted a law that prohibits use of gas or charcoal grills closer than ten feet from flammable surfaces, or where a roof or other deck or trees overhang the grill, or on balconies without stairs to ground level. The law also prohibits carrying or storing propane tanks inside any multiple-unit dwelling.
- Luann Canedy and Rosemary Thompson have offered to be on a committee to research all the details of this law and make recommendations to the Board of Trustees about grills on the property.
- We are looking for other owners to join this committee. Interested owners should identify themselves to the Board.

Snow Plowing:

Norman talked about snow plowing on the property.

- For the last few years, our policy is to not plow less than three inches of snow. This has not worked well due to differing weather conditions in front of each building—some buildings have sun all day and snow melts quickly while others are north-facing and no melting happens. Residents are concerned about slips and falls on ice and snow.
- After much discussion by everyone present, the following recommendations were agreed upon: we would not plow roadways and shovel walks and steps unless three inches of snow have accumulated; during large storms, roadways would be plowed every time three inches accumulate; north-facing buildings and walks would receive more attention; during snow removal operations the crew will clear steps and walks before plowing was done. We will also look into pre-treating chemicals for walks.

### Landscaping:

Laurine talked about landscaping on the property.

- We are trying to use and re-use the plantings we currently have. Later this summer, some plants will be trimmed while others will be structurally pruned. When plants are structurally pruned, they tend to look bad for a season but then come back looking robust and healthy. We will apply mulch sparingly on the property as the cost of mulch has gone beyond our budget capabilities. The triangle area behind Buildings 8, 9, and 10 received a lot of attention this year and looks great.
- In the future, we need to find a way for plant lovers on the property to be able to communicate back and forth so everyone works toward common goals.

### Accomplishments:

Norman listed what was accomplished on the property since last year.

- Major projects: Refurbished landscaping and irrigation in front of Building 8; new steps for Units 54-55; new smoke alarms in common hallways of Buildings 1 and 4; cleaning of waste lines of Buildings 4, 5, 6, 7, and 11; stripping and re-roofing of Building 7; installation of new cabinets, sink and counter, exit and emergency lights in the meeting room; new doorbell/intercom system in Building 11; new front door for Units 83-84; refurbishing of Building 1 landscaping; repainting of Units 5-8 common hallway; replacement of three light posts on the property; replacement of 5 sets of deck stairs on the property; installation of Trex floors on Building 1 first floor decks.
- Maintenance projects: Bamboo control behind Buildings 2, 3, 4, and 5; sealing of asphalt cracks and repair of oil damaged parking spots; repair to Building 4 wood trim; Buildings 3 and 8 charmstone façade cleaned and sealed; major irrigation system work including replacement of backflow valve and repair of several major line breaks; repair of some outside spigots; new ice-melt supply system for owners of new front steps; new ceiling lights at Meeting Room entrance as well as Unit 85-86 hallway; cleaning of gutters and downspouts; fall and spring cleanup and sweeping of parking lots; repair of light over large dumpster area; tree work around the property including removal of fallen tree and dangerous large branches; new door closers for Building 4 front doors; foundation crack repair behind Units 74-75; and perimeter fence repairs.
- Other projects: permanent shut-off of park lights behind Building 1; creation of resident handbook in progress; wrap-up of hill remediation project behind Buildings 2 and 3 to be completed this summer.

### Sense of Community:

Richard talked about issues of importance to everyone.

- Thanks to everyone who helps out on the property—Laurine who does so much to improve our landscaping and individual residents who plant flowers and help beautify the property.
- Take care of the property: pick up trash if you see it; report any suspicious activity to Trustees and the police; break down boxes before depositing in recycling dumpster; conserve water.
- Everyone has a right to be treated with respect and civility—don't verbally abuse Trustees. WE ALL PAY OUR CONDO FEES, including Trustees. Trustees are not paid for the work that they do.
- Richard also talked about his duties as a Trustee. He maintains our website, receives all incoming email and then re-directs it to all Trustees, sends out email from Trustees to residents, makes bank deposits and transfers, writes all checks and maintains checkbook register, files all invoices in Drop-Box for future reference, and, like all Trustees, attends open and closed meetings.

### Reminders:

Luann talked about issues important to everyone.

- Trustees are not paid and they pay their condo fees like everyone else. Report problems and issues to Trustees promptly because we do not see and hear everything. During snow storms, check your email frequently for updates on snow removal, etc. Read meeting minutes, newsletters, and emails that Trustees send to residents. Move your personal property for pest spraying and move your vehicles when the parking area is being swept or plowed. Turn in completed PROFILES by August 10. When you have work done in your unit, hire only licensed, insured contractors and be sure they remove all materials from the property as they are not allowed to make deposits in our dumpsters.

### Trustee Election:

- Richard's term is up this year and he is running for re-election. Two people were nominated from the floor—Lisa Kelliher and Al White. After nominees introduced themselves and talked to the group, ballots were passed out and an election was held. Trustees Luann and Laurine counted the ballots and proxies and the results were 31 votes for Richard Lacasse, 10 votes for Lisa Kelliher, and 2 votes for Al White. Congratulations to Richard for winning another three-year term.

### Questions & Answers:

Q.: Hallway lights in the common hallways are sometimes off at night and on all day.

A.: Residents should all cooperate to insure that lights are turned on at dusk and turned off during the day. We would like to look into adding some type of automatic system but at this point, it is not a high priority item.

Q.: We all pay our condo fees and doing so does not make you eligible for special treatment.

A.: We fully agree with that statement.

Q.: Our grass is full of weeds.

A.: Our landscaper uses Weed Man for chemical applications. There are limits as to what can be applied.

Q.: I've heard you are trying to change the bylaws. Why?

A.: We are looking to make changes in the insurance part of our bylaws to better mesh our master policy with individual condo policies. We are also looking to open the subject of banning smoking as well as growing, distributing, and harvesting of marijuana on the property. Obviously, the no smoking issue would need careful, widespread discussion before anything is done.

There being no further discussion, a motion was made and seconded to adjourn the meeting at 8:20 p.m.

Thanks to everyone who participated in this meeting.

Respectfully submitted,



Norman Muller  
Vice President