

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Minutes of the Annual Meeting
July 29, 2014

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Linda McClay, and Norman Muller. In addition to the Trustees, owners of 17 units were in attendance. Fifteen owners could not attend but returned proxies. We did not hear from the other 49 owners.

Ms. Burkinshaw called the meeting to order at 6:30 p.m. and welcomed the group. She introduced the other Trustees and welcomed five new owners to the property this year.

Guest Speaker:

Ms. Burkinshaw introduced Captain Mark Galarneau of the Chicopee Fire Department. He spoke to the group about fire prevention and touched on the following items. Insure that smoke/carbon monoxide alarms are up to date (they have a life of 7-10 years) and replace the back-up battery when needed. Clean lint traps and exhaust hoses on clothes dryers regularly. Keep a fire extinguisher handy and know how to use it. Be careful with candles and never leave them unattended. Do not leave food cooking unattended and know what to do if a pot or pan catches fire. In cold weather, use space heaters with caution. He also spoke briefly about our air conditioner disconnect boxes which are old and in poor condition and referred us to the city electrical inspector. He also gave us a supply of "File of Life" kits and urged everyone to contact the Fire Department if they have any questions or concerns.

Minutes of the 2013 Annual Meeting:

- A motion was made and seconded to waive the reading of the minutes of the July 30, 2013 Annual Meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes as provided. Vote: Passed.

Financial:

- Ms. Burkinshaw explained in detail where everyone's \$200 monthly condo fee went to in 2013. She talked about water and sewer rates and our bills which have increased each year. They will increase again by 20% effective June 30, 2014. Our budget, determined in November, 2013, does not anticipate this increase. She discussed a chart showing our budgeted versus actual expenses for 2013 and a chart showing total assessments since 1989.
- Everyone was invited to look at our 2014 Budget on the reverse side of the meeting agenda as well as our year-to-date figures. We are in good financial shape so far.

Accomplishments since July 30, 2013:

- Grounds: Completed the process of gaining approval from the Chicopee Conservation Commission to complete hill remediation behind Building 2. More hill remediation work was done on a different area this spring. Broke up the landscaping contract into two separate documents—one for lawn care and the other for plantings and plant beds. Refurbished Building 11 landscaping by removing many old plantings and adding new ones.
- Buildings: Repaired foundation crack in front of Units 17-18. Scraped and repainted all wrought iron handrails. Coordinated a project with Mass Save to have energy-saving measures including new thermostat, attic insulation, etc., installed in units whose owners wanted them. Power washed Building 2 and power washed cement steps on Buildings 1, 2, 3, 4, and 8. Replaced smoke/carbon monoxide alarms in common hallways of Buildings 1, 4, and 11 as well as the Meeting Room. Replaced doorbell/intercom system at both entrances of Building 4. Resided Building 1 including all trim, gutters and downspouts and shutters on the front and installed Rain Handlers on the back. Replaced/refurbished decks on Building 7. Replaced all AC disconnects on Building 1 at individual owner expense. Made additional improvements to the kitchen area of the Meeting Room.
- Mailbox Structure: Completed process of designing new mailbox structure, requested bids, and awarded a contract for the project. Ordered and received new mailboxes. Project should be completed by mid-August.
- Administrative: Completed a major revision of our Rules and Regulations and sent copies to all owners and renters. Updated our website with condo documents, policies, and commonly requested forms.
- Yearly Maintenance Projects: Addressed oil stains in parking spots. Resolved mold issue in charm stone on front of Building 8. Resealed cracks in our asphalt. Cleaned all gutters and downspouts. Touched up paint on entrance sign. Replaced outside lights at common entrances of Buildings 1, 4, and 11 with LED bulbs. Testing an LED bulb in one outside lightpost.

Slope Remediation Issue:

- Last fall, after gaining approval from the Chicopee Conservation Commission, the area of the slope behind Unit 16 was addressed by planting appropriate plants. This spring, another area of the slope was replanted. Northeast Environmental Solutions continues to monitor the area and on inspection last week, determined that all the materials have taken root and everything is going well.

Reminders:

- During winter snow storms, we are using email in addition to posting notices at the mailbox area to notify residents about plowing updates.
- We are trying to cut down on paper usage and mailing costs by relying on email to communicate with people. Please be sure we have your current email address.
- In addition to meeting minutes, we often post notices at the mailbox area and email various announcements. Please read what we send you so you know what is happening on our property.
- Updated profiles are due to us by August 10.
- Trustees put in many hours of work each month and are not paid for their time.
- Our contractors work for the Association and not for individual owners. Please contact us about landscaping, repair, or maintenance issues. Do not go directly to the contractors.
- When you have work done in your unit, be sure to use only licensed and insured contractors.
- If you need to contact the Association, send us an email at clearviewheights@aol.com or call us at 413-388-1221. Send written notes or letter to us at 200 Lambert Terrace, No. 87. If you call our number after normal business hours, please indicate very clearly whether or not it is an emergency. Avoid calling individual Trustees. If the person is not home, no one else has access to their individual voice mail.
- Speed limit on the property is 10 miles per hour.

Updates:

- As of now, only four decks have not been redone with Trex.
- If your slider needs to be replaced, the appropriate form is available on our website.
- You need to request permission to replace your windows. Permission is usually given but there are procedures that need to be followed.
- We will soon have new mailboxes. Each box has your unit number on it. Do not deface them by adding your name.
- Thank you to everyone who does things to improve or enhance the property. This includes planting flowers, picking up trash, etc.

Board Election:

- Richard Lacasse's term of office is up this year and he has agreed to run for reelection. Since there were no other nominations or volunteers, Richard is elected to serve for another three-year term. Congratulations Richard.

Questions/Comments from the Floor:

Q.: Are there new smoke alarms available that would use the same electric connection as the current ones?

A.: Yes. However, there are different types of alarms now and you need to get the appropriate type for each part of your unit.

Q.: What can be done about ants coming into my unit?

A.: American Pest sprayed for ants earlier this year and they are due to return soon to complete our second application.

Q.: Some of the tall plants like the arbor vitae plants have not been trimmed.

A.: Trimming is in process and the tall plants will be done later this week.

Q.: When we have heavy rain, water backs up in my cellar from the washer drain pipe.

A.: You need to have a backflow valve installed. Or if you have a manual backflow valve, you can replace it with an automatic one. This is fairly inexpensive and will prevent water backups in your cellar.

Q.: Last year, a request was made to improve visibility at the property entrance by removing one of the arbor vitae plants on the house side of the entrance. Nothing happened.

A.: Trustees looked into the situation and determined removing only one plant would not improve visibility. It would be necessary to remove at least four or five plants and we are not willing to do that at this time. Drivers need to always stick to the right of the road when entering or leaving the property and drive slowly.

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

Respectfully submitted,



Norman Muller
Vice President