

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Annual Meeting Minutes
July 31, 2018

Present: Karen Burkinshaw, Luann Canedy, LaurineFerrarini, Richard Lacasse, Norman Muller and 26 Unit Owners. Thirty owners could not attend and sent in a proxy. We did not hear from the other 24 owners.

Ms. Burkinshaw called the meeting to order at 6:30 p.m.

Welcome and Introductions: Karen introduced the three new owners who joined us this year—Gary and Linda Willemain, Raymond and Karen Cartier, and Steven and Donna Furr.

Meeting Minutes:

- A motion was made and seconded to waive the reading of the July 25, 2017 Annual Meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the 2017 Annual Meeting held on July 25, 2017. Vote: Passed.

Finances:

- Large copies of our 2017 Financial Report and our 2018 year-to-date Financial Report were posted on the wall and Karen went over them with the group.
- A large copy of a spreadsheet showing multiple years of water usage and water costs was also posted and Karen discussed this. It appears our water usage increases a little each year but the related costs increase at a greater rate each year. Water/sewerage is our biggest expense.

Accomplishments: Karen reviewed a long list of projects accomplished in the past year:

Maintenance Projects: Annual trimming of all plantings; Annual inspection and repair of perimeter fence; Unit 5-8 common hallway repainted; Water pressure reduction valves were checked in all buildings and found to be working properly; Phase 3 of waste line cleaning was completed; Ridge vent on Building 5 was replaced; Fence between Buildings 2-3 was pressure washed; All common front and rear door locks at Building 1 were rekeyed; Front and rear door hardware at Units 5-8 was replaced; Front downspouts on Building 7 were replaced with larger ones; All asphalt berms were repaired/replaced as needed; Asphalt cracks were sealed; Cellar privacy panels at Building 2 were replaced; Backup batteries in all smoke alarms in common areas were replaced; Outside steps and landing of Unit 86 were replaced; All light sensors on the property were replaced; Large dumpster area light was replaced with an LED light; Meeting room work: Kitchen woodwork was installed and painted, new baseboards installed, floor tiles replaced, kitchen door handles installed, walls painted, all baseboards and light fixtures were cleaned, heating ductwork was cleaned; Drainage was improved between Buildings 2 and 3 so the area is no longer a swamp; Broken drywell behind Unit 16 was replaced; All gutters and downspouts were cleaned and checked in fall and spring; Deck repairs were done at Unit 37 as well as Units 33-34; Spring and fall cleanup of property as well as spring parking lot sweeping; the four transformers on the property were repainted and three of them had surrounding plantings replaced; Eight outside faucets were replaced and one was permanently removed; termite problem at Building 11 was addressed; Replaced cellar retaining wall at Unit 9; Replaced cellar privacy panels at Building 5; Removed trees behind Building 1, the triangle area, and large dumpster area; further attempts were made to grow grass behind Buildings 6 and 7; refurbished plantings in front of Building 4; and the front Unit 9 downspout was redirected to avoid erosion on the side of the building.

Capital Projects: Replaced sidewalks and aprons at Building 3 which included updating plantings and irrigation; new common front doors were installed for Units 83-84 and Units 85-86; Building 9 roof was replaced, and Meeting Room furnace was replaced.

Other Projects: Passed insurance resolution to fine-tune coverage; Began work on a resident handbook; Did research and adopted a new storm door standard as a result of discontinuance of Harvey Classic door; Formed Grill Committee which did research and came up with a grill policy for our community; Held a community safety meeting with a representative of the Chicopee Police Department in September, 2017; Continued inspection and oversight of the hill remediation issue behind Building 2; Unit leasing documents were updated; Tried Saturday morning condo meetings for two months to see if it would improve attendance; Succeeded in having playground path lights shut off; Installed refurbished entrance sign; and hired Bill Shaheen to inspect Building 5 to address issues in that building.

Upcoming Issues:

- Our biggest current issue is the water problem at Building 5. During heavy rains, six of the eight units in that building get water in their cellars. We are currently gathering information and costs to repair foundation issues as well as ways to divert rainwater away from the building.
- We also have a major problem with settling of land behind Building 5 due to decaying matter underground as well as an ongoing mole problem. We are currently gathering information and quotes to address this issue.
- We have self managed for several years and this is almost unheard of in an association of our size. We are beginning to think about how a manager could improve our operations.

Future Projects: Karen's request to the audience for suggestions for improvements resulted in the following list: Clean the dumpster area, deodorize the dumpsters, fence in the small dumpster area, pressure wash building exteriors, pressure wash decks, extend our search for pre-cast step manufacturers. A suggestion was made to prioritize all projects in a three-year plan which would be updated and shared with all owners on a regular basis. The majority of people at the meeting want their decks and buildings pressure-washed and are willing to contribute to the cost of water for this project. The following people volunteered to gather information and forward it to the Trustees—John Ferraro will give us information on pressure washing services, Cindy Binnall will gather information on dumpster enclosures, and Carolyn Sowa will provide information on pre-cast step suppliers outside of Massachusetts and northern Connecticut.

Sense of Community: A big THANK YOU goes to everyone who helps make this a better place to live:

- Al White for doing various jobs in the Meeting Room
- Rosemary Thompson, Lisa Marcoullier, and Joyce Lincourt for forming the Welcome and Social Committee and holding several events.
- The Grill Committee—Diane Lipko, Rosemary Thompson, and Violet White—for their work.
- Carolyn Sowa for taking responsibility for the front of Building 3.
- Laurine Ferrarini for all her landscaping work on the property as well as working closely with our landscaping people.
- Don Dominique for trimming the three weeping figs on the property.
- Luann Canedy for dealing with city officials on water meters, lights in the park and getting the electrical transformers painted.
- Individual owners who planted flowers and did other things to beautify their units.
- Everyone who picks up trash, who picks up after their pets, and who report problems to the Board.

Cost Saving Measures by Trustees: Karen pointed to a long list of things Trustees do at no cost to the Association: Cleaning Meeting Room and restocking soap and paper goods; painting of Meeting Room and installation of rubber baseboard and cabinet handles; refurbishing the entrance sign; minor repairs around the property such as replacing burnt out bulbs in outside post lamps as well as common hallways; replacing batteries in common area smoke alarms; painting of the Unit 83-84 common hallway; landscaping, weeding, planting. Trustees use their own equipment and supplies to compose and print meeting minutes, notices, flyers, newsletters, proxies, as well as maintain all Association financial records. Trustees use their own computer software to do all Association business—word processing, spreadsheets, web design and maintenance, accounting, and record keeping. Trustees make countless trips to the post office, banks, stores and businesses to buy supplies and gather information and make countless telephone calls on Association business. Trustees spend many, many hours preparing for, attending, and reporting on meetings, meeting with contractors and other suppliers to have work done and get prices on new projects. They spend countless hours on landscaping and related issues. Trustees use their own equipment and supplies (projectors, shop vacs, gardening tools, painting supplies, ladders, etc.) at no cost to the Association.

Election of New Trustees: Three people ran for the two open Trustee positions: Lisa Marcoullier, Rosemary Thompson, and Al White. There were no other nominations from the floor. Each candidate addressed the audience and answered questions and then balloting was held. Luann Canedy, John Ferraro, Brian Gauthier and Norman Muller counted the ballots and John Ferraro announced the winners—Rosemary Thompson and Al White. Karen also thanked outgoing Trustees, Luann Canedy and Laurine Ferrarini, for their work over the past three years.

There being no further business, the ANNUAL MEETING adjourned at 8:30 p.m.

Respectfully submitted,


Norman Muller
Vice President