

# Clearview Heights Newsletter

JUNE 2022

VOL. 28 NO. 1

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*Welcome to everyone who has recently moved to Clearview Heights.*

## 2022 ANNUAL MEETING ANNOUNCEMENT

The 2022 Annual Meeting will be held on Tuesday, July 27 either in the Meeting Room or outside, depending on the weather. This is the Association's 33<sup>rd</sup> anniversary! We hope that if you can attend you do, but if you cannot attend, please feel free to submit your question(s) ahead of time. The meeting will begin at 6:30 p.m.

## CURRENT BOARD OF DIRECTORS

Karen Burkinshaw, President  
Norman Muller, Vice President/Clerk  
Dick Lacasse, Treasurer/Web Master

Rosemary Thompson, Director  
Don Dominique, Director

## TWO BOARD POSITIONS FOR 2022

Board members are elected for 3-year terms. The current terms for Karen Burkinshaw and Norman Muller expire this July. Both Karen and Norm have agreed to run for another term, but any other owner in good standing (no fees overdue) interested in running should contact us by July 15<sup>th</sup> to get their name added to the ballot. To learn more about a Trustee's duties and responsibilities, please contact us at (413) 493-8540. You need no special talent or ability to be a Trustee. Each Trustee spends between 10 and 30 hours a month working for the Association on a voluntary basis at no pay or reduction in monthly condo fees.

## CONTACTING US

Call the answering service 24/7 at (413)-493-8540 and if possible e-mail us at [Clearviewheights@aol.com](mailto:Clearviewheights@aol.com). **Please do not call a Board member directly.** Our mailing address is Clearview Heights Condo Association, 200 Lambert Terrace, No. 87, Chicopee, MA 01020.

## INFORMATION

Visit our website at [www.clearviewheights.org](http://www.clearviewheights.org) to find meeting minutes, By-Laws, Rules & Regulations, insurance information, information on selling your unit, as well as other helpful information.

## ANNUAL PROFILE

Enclosed is the **2022 Annual Profile**. There are two different versions: (1) An Owners version that needs to be completed by all Owners, and (2) A Renter's version that needs to be completed by all Renters. You will receive the appropriate Profile for completion. The Trustees need this information for our records. Please complete all sections on both sides (if applicable) and return it as soon as possible. Please do **not** complete a section by writing "same as last year", "no change" or "you have it already". If you have an unlisted phone number, please provide it – it may be necessary for a Trustee to contact you on condo business. **If an Owner's Annual Profile is not fully completed and returned by 8/10/22, you will be fined \$25.00.**

## LAWN CARE FOR 2022

This is the 4<sup>th</sup> year we are using Setter Landscaping for our property maintenance. Based on the comments we received last year and to date this year, the grass is looking better and the mulch was again applied earlier in the year. We anticipate trimming the bushes in the next month or two, after they have shown off their blooms. You are now free to plant your annual (not perennial) flowers. Anything more you want to plan needs Board approval.

## WATER CONSERVATION

We had assumed we would spend 20% of our budget for water in 2021. However, we ended up spending 22% of our budget, or more than \$4,000 than anticipated. This is the largest line item in our Budget each year. This cost continues to grow as Chicopee's water and sewer rates continue to go up. We appreciate everyone's effort to conserve water, from changing your toilets, dishwashers and clothes washers to models that are more efficient. Thanks to those who do not waste water by leaving a faucet unattended or allowing family and friends to do laundry in their units. Water for irrigation use makes up about 2% of our annual Budget. Please report irrigation malfunctions ASAP.

## IMPROVEMENTS AND MAINTENANCE PROJECTS SINCE LAST YEAR

Please see the attached list.

## REMINDERS FOR EVERYONE

Everyone who lives at Clearview Heights is responsible for following the provisions of the Master Deed, the By-Laws and the Rules and Regulations. If you do not have a copy of our Rules and Regulations effective January 1, 2020, you can view them on our website at [www.clearviewheights.org](http://www.clearviewheights.org) or you can request a copy. Violations may be subject to fines.

Decks meet the applicable building code. However, they are **not** designed to hold an unlimited amount of weight, such as heavy planters and plants, furniture and/or people. Use common sense and do not overload your deck. Due to recent problems, trees and/or shrubs on decks are prohibited.

**Caring For Our Asphalt:** All parking spaces are periodically checked for vehicle fluid leaks that may damage the asphalt. Once we bring the matter to your attention, you will be fined \$25.00 per month until the problem is resolved. Should leakage damage the asphalt, owners will be assessed the cost of the repair. If there is fluid damage caused by a vehicle that is not your vehicle, you are not responsible, but you must report the damage so you won't be fined.

If you have a damaging fluid spot in your parking space, Speedy Dry can work. Grind it into the spot, wait a day, sweep up the residue. Put Dawn dish soap on the spot, wait a day and then rinse the residue.

**Assigned Parking Spaces:** Please be sure neither you nor your visitors park in a numbered space that is not one of your assigned spaces. Increasingly this is a problem and owners may be fined if a visitor is parked in another owner's assigned space.

**Parking:** Park in your assigned numbered space, not in a visitors' space unless you are expecting guests. There is **NO** long-term parking (longer than 5 minutes) at any time in front of the mail boxes, in front of or near the dumpsters or on the right side of the entrance when entering the property. Violators will be fined and possibly towed. When picking up your mail, please park head-on towards the mailboxes, allowing other cars to pull in beside you. Park at the mailbox area **ONLY** when picking up mail.

**Flammable Materials:** Be sure all flammable materials are **away** from your furnace and water heater. It is illegal to store propane tanks inside the buildings or to bring them into/through your unit, ever.

**Proper Disposal of Smoking Materials:** As the summer heats up, there is a possibility the bushes and mulch will dry up. A carelessly discarded cigarette can cause a huge fire. Unfortunately, this has happened in the past. Keep a can of sand or water with you to dispose of any smoking materials. Be sure your smoking guests are as careful as you are. Do not ever flick your butts onto the grass or into woods.

**Speed Limit:** The posted speed limit on the property is **10 m.p.h.** Please be sure you and your guests observe this speed limit. A number of children and pets live on the property and could easily dart out in front of a moving vehicle without warning. Please talk to any delivery drivers, the PVTA drivers or others if they are speeding on the property.

**Children Playing & Riding Bikes:** Parents/Grandparents need to supervise their children/grandchildren to ensure they are not playing and riding their bikes etc. in the roadways or darting out between cars and putting themselves in harm's way. Massachusetts State law requires that people age 16 or younger, must wear a helmet that meets U.S. Consumer Product Safety Commission requirements when riding any bike, anywhere and at all times. The helmet must fit the head and the chinstrap must be fastened. Bikes are not to be ridden on the grass and bikes & toys are **NOT** to be stored in any common area.

**Safety First:** In previous years, we received a couple of reports of youths jumping our fence from Ray Ashe Park, or just walking onto the property from Worthington Street, wandering around the property and trying to break into cars. If you are aware of this situation, call the police immediately. The Trustees recommend the following precautions: Be sure to keep your car doors locked at all times. Be sure to keep your doors and 1<sup>st</sup> floor windows closed and locked when you are not home. Be sure to leave your front light on all night. If you install a sensor that turns the light on at dusk and off at dawn and use an LED light bulb, the cost will be minimal. The extra light will also be appreciated by walkers and those coming home after dark.

**Trash and Recycling:** Please recycle appropriately. Consolidate your trash; **flatten ALL boxes** and use tied trash bags for your trash. **ALL TRASH MUST BE PLACED INSIDE THE DUMPSTER. PLEASE KEEP THE DOORS CLOSED.** Outside contractors and delivery people are NOT allowed to make deposits in our dumpsters at any time.

**NO bulk items such as** rugs, grills, coolers, TVs, construction debris, furniture, etc. **can be discarded in any of the dumpsters at any time.** Contact the Chicopee Department of Public Works at (413) 594-3557 for instructions on what and where you can dispose of your bulk items.

**Pets:** **ALL** pets that go outside (**cats included**) must be kept on a leash at all times, and you must always pick up after your pet.

**Outside Faucets:** If you have an exterior water faucet, be sure the water is turned ON from inside your unit.

**Feeding The Birds And Other Wildlife:** **Please do not feed ANY wildlife**, including birds. This means you can't have a bird feeder and you can't throw any food including bread out of your unit for the wildlife.

**Noise and Your Neighbors:** Community living requires consideration of neighbors – please no loud music after 10:00 p.m. when driving on or off the property. Construction and party noises should not begin before 8:00 a.m. and must end by 10:00 p.m. If someone is having a loud party late at night and you are disturbed, **call the police.**

**Reporting a Problem:** Report physical problems with the property to our answering service. This includes broken sprinkler heads, safety or structural problems, etc. Report potential criminal activity to the police. This includes strangers on the property doing damage or committing a crime, vandalism, people on the property unknown to you and acting in a suspicious manner, loud party noise, etc. Dirt bikes in Chicopee are a problem. If you see any on the property, please contact the Chicopee police immediately.

**Deck Staining:** Your decks is a common element of the Association, meaning you do not own it. All deck flooring is made of TREX **and cannot be stained without Board approval.** Staining privacy walls and pressure-treated railings does not require Board approval, but you can only use a **Cedar** color stain.

**Gate on Your Deck:** A gate on your deck is not a common element of the Association, meaning IF you have one, you own it and it is your responsibility to maintain it and replace it when needed, but you must obtain Board approval. If you don't have one, but want one, we will put you in touch with our contractor who knows the specifications approved by the Board.

**Storm/Screen Doors:** Storm/screen doors are not a common element of the Association. If you have one, you own it and it is your responsibility to maintain it and replace it when needed, but you must obtain Board approval if you want to replace your door. All storm/screen doors must conform to the approved standard for the property. Go to our website to find out what approved make and style you can install.

**New Slider:** If your slider is not working properly, it may need to be replaced. Visit our website at [www.clearviewheights.org](http://www.clearviewheights.org) to get the form for a sliding door replacement. See the form for details.

**Awnings:** Awnings are not a common element. If you have one, you own it and it is your responsibility to maintain it. If you want to install a new one or need to replace one, you must obtain Board approval.

**Windows And Screens:** Replacement windows and screens are your responsibility, but you must send a written request to the Board if you want to replace any windows. Screens must be full size.

**Improvements To Your Unit: No construction or remodeling can be done in your unit without Board approval.** Further, all work done in your unit must only be done by a licensed and insured contractor. The Trustees will need copies of your contractor’s license and a certificate of Liability Insurance naming you or Clearview Heights as the Certificate Holder. You will probably also need a building permit that your contractor should secure. Construction debris from your unit **CANNOT** be put into our dumpsters. When you are getting quotes for your work, be sure your contractor knows this. Violators will be fined.

**Selling or Refinancing Your Unit:** In accordance with our By-Laws and Massachusetts General Law 183A 6(d), you must obtain a 6(d) Certificate from the Association before you can sell your condominium unit. You, your realtor or attorney should submit a 6(d) Certificate Request form, found on our Web site, about 10 days before your closing date. The cost is \$100 and you must include a copy of the **Purchase and Sale Agreement**. You may also need a 6(d) Certificate if you refinance your mortgage.

**Master Insurance Policy:** If you need a “Proof of Coverage” (Binder) for your mortgage, contact Berkshire Insurance Group, Inc. at 413-935-1573.

**Renting, Letting or Leasing Your Unit or a Room in your Unit:** If you want to rent, let or lease your unit or a room in your unit for money, the term must be for at least 6 months. Please contact the Trustees for details.

**Moving:** Some people like to use a POD or similar container when moving. Before you arrange for such a container, you must get permission from the Board and you cannot have the container use up more than your assigned parking spaces. Also, no vehicles can be driven in the back of any unit for any purpose.

**FINANCIAL REPORTS FOR 2021  
Operating Account**

Opening Balance as of 1/1/2021	\$46,192.37
Deposits made in 2021 (condo fees, fees, fines, interest, transfers, etc.)	\$155,216.83
Operating Expenses in 2021	\$189,508.97
Ending Balance as of 12/31/2021	\$11,900.23

**Reserve Account**

Opening Balance as of 1/1/2021	\$154,024.61
Deposits made in 2021 (condo fees, interest, transfers, etc.)	\$87,246.50
Capital Expenses in 2021	\$104,868.19
Ending Balance	\$136,402.92

Our reserve account is used for capital expenditures including roof replacement, asphalt (including storm drain replacements), perimeter fence, decks, sidewalks, buildings (siding, replacement sliders, windows and doors in common areas, gutters), steps and railings and miscellaneous. In 2021, the roofs of 4 buildings were replaced.



## **IMPROVEMENTS AND MAINTENANCE PROJECTS, July 1, 2021 – June 30, 2022**

### **Major Projects:**

- Replaced roofs on Buildings 2 and 5. In the last 8 years, all roofs have been replaced
- Replaced gutters/downspouts on Building 6 and front of Building 2
- Replaced rain handlers on back of Buildings 1 and 2
- Installed railings on front of middle section of Building 2
- Replaced 31 feet of sidewalk in front of mailbox area
- Repaired catch basin in front of Unit 72

### **Maintenance Projects:**

- Yearly perimeter fence repair
- Repaired roof flashings on Buildings 3, 5, and 8 which were originally installed backward
- Replaced front stair railings at Units 38-39
- Did structural repairs to Unit 67 deck
- Yearly knotweed (bamboo) treatment
- Yearly termite treatment for Buildings 6 and 11
- Yearly bug control applications to all buildings
- Installed new smoke alarms in common areas of Building 11 (Building 1 and 4 alarms will need to be replaced soon)
- Removed diseased trees from front of Buildings 6 and 7
- Replace all common area smoke alarm batteries
- Raised catch basin in front of Unit 75
- Did twice-yearly gutter/downspout cleaning
- Replaced all 7 light sensors on the property. These control all outside lights
- Repaired front step gaps at Buildings 3, 5, and 8
- Electrician inspected some of our outside electric equipment and made recommendations
- Removed 2 smoke bushes behind Building 11 and replaced them with 5 arborvitae
- Removed overgrown plant material in several areas of the property
- Planted annuals at the entrance and mailbox areas
- Mulched all plant beds
- Repaired Building 11 doorbell/intercom system
- Power washed selected areas of several buildings on the property
- Completed Unit 3 foundation repair
- Replaced broken waste line at Unit 40
- Cleaned all Building 8, 9, and 10 waste pipes
- Replaced front stair railings at Unit 37
- Completed slope control repairs behind Building 2
- Investigated and repaired sink hole behind Building 5

### **Other:**

- Completed plant inventory of all outside plants on the property
- Completed landscaping survey of residents
- Changed renewal date of master insurance policy to coincide with our fiscal year

## REMINDERS

The speed limit on the property is 10 m.p.h. Please be sure that everyone who lives in your unit and drives, knows this rule and follows it.

Recycling continues to be a problem. Be sure that only the following goes into the **RECYCLING DUMPSTER**:

**FLATTEN** cardboard boxes – nothing can be in the flattened box

**PAPER** (NOT tissue paper, wrapping paper or wax paper).

**CLEAN METAL** food/beverage cans

**CLEAN GLASS** food/beverage bottles

**CLEAN PLASTIC** containers

### EVERYTHING ELSE GOES INTO THE REGULAR TRASH DUMPSTER.

**RECYCLING ELECTRONICS:** As of this printing, electronics, computers, canister vacuums and many other items can be disposed of at **Best Buy** in Holyoke. See their website for a long list of items they will accept (many at no charge).

**ALL** pets must be leashed and supervised when outside. This applies to all **cats** as well as dogs.

**ALL** pet waste is to be picked up at the time of the incident, placed in a plastic bag, sealed and **immediately** put into the trash dumpster.

**FOOD WASTE** is to be ground up in your disposal OR packaged tightly and securely before putting it into the trash dumpster.

### DO NOT FEED THE BIRDS OR OTHER WILDLIFE.

Working on your car, such as doing any mechanical work, oil change, etc. is not permitted.

Failure to follow Clearview Heights Rules and Regulations may result in a \$25.00 per day fine.

If you have any questions, please contact the Trustees.

Thank you for your cooperation.