

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

January 13, 2018

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller and 3 unit owners.

Ms. Burkinshaw called the meeting to order at 9:40 a.m.

Comments from the Floor:

Q.: I saw something in previous minutes about cracks in Building 5?

A.: We received reports of a ceiling crack and a foundation crack. The foundation crack was previously repaired and the ceiling crack appears to be normal settling. Our contractor doesn't think there is anything to worry about.

Q.: What is being done about the rear entrance to Units 5-8 which does not close properly? The door needs to be repaired and this will be done in the spring. In the meantime, residents need to be sure the door closes when they use the back entrance.

Q.: Deer were observed roaming in the woods behind Building 1.

A.: We have all types of wildlife living in the woods surrounding our property.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the December 12 open meeting.
Vote: Passed.

Communications:

- We received a note about a possible roof problem at Building 8. Energy Savers examined the area and made a few repairs. It is difficult to find roof problems unless they can be observed while they are happening.

Future Meeting Days:

- Today's meeting was scheduled as a result of several owners who said work and other commitments prevented them from attending evening meetings. We will try another Saturday morning meeting on Saturday, February 10, at 9:30 a.m. to see if attendance will improve.

Finances:

- As of today, we have \$32,879.34 in checking and \$162,377.14 in savings for a grand total of \$195,256.48.
- As of today, we have arrearages of \$766 involving 8 owners.

Insurance:

- Our master insurance policy is due to renew on January 30, 2018. We are working with our agent to insure they have all the information they need to come up with quotes for the new policy.

Outdoor Grill Committee:

- Committee is scheduled to meet on Monday, January 15, at 6:30 p.m. in the Meeting Room.

Welcome/Social Committee: No Report.

Snow Removal:

- Snow removal costs since January 1 have totaled \$2,920 but we are still waiting to receive two outstanding invoices.

- During the last two sanding operations, several owners requested that the contractor not sand their steps/walks. This is not a good idea because if someone were to slip and fall on an unsanded area, the Association would be liable for damages. Please let the snow removal people do their jobs.

Buildings:

- We still need to bill the owner for the cost of repairing damages to the Unit 5-8 front hallway caused when a tenant was moving in.
- We have not heard anything further from Mass Save. They are supposed to send letters to all owners.
- Work in the Meeting Room continues: Light fixtures and baseboards have been cleaned, painting continues, and we will get quotes for repairs to the vinyl floor tiles. The new furnace seems to be working well. We anticipate completing repairs in the spring.

Unit Issues:

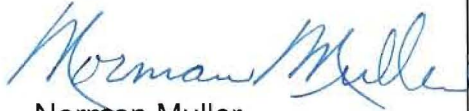
- We received a report of dog waste not being picked up in front of Building 1 but no information about the owner or dog responsible so there is nothing the Trustees can do.
- The Unit 5-8 rear common entrance needs to be fixed when the weather improves.
- An owner in Building 5 reported a problem with the cellar floor. It appears floor leveler was applied at some point and, as a result of water damage due to a backflow issue, this material has disintegrated causing a problem. As the Association had nothing to do with applying leveler, we are not responsible.

New Business:

- We are still looking for a replacement/backup for our current repair person.
- Trustees were asked to make a list of possible projects we might want to do during the current year. Owners' suggestions are also welcome. We will discuss this at our next meeting.

There being no further business, the meeting adjourned at 11 a.m. Our next meeting will be on SATURDAY, FEBRUARY 10, AT 9:30 a.m. in the Meeting Room. All owners are invited.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. No plastic bags in the recycling dumpsters.
2. Be sure to keep your sand/ice melt can handy for those icy mornings. When you refill your sand can, please replace the cover on the sand barrel. If the sand gets wet, it freezes and becomes useless.
3. Check furnace exhaust pipes to be sure they are not buried in snow. If the pipes become blocked, you could have a problem with carbon monoxide in your unit.
4. Speed limit on the property is still 10 MPH. Slow down!!!