

# CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

## Meeting Minutes

January 24, 2017

Present: Karen Burkinshaw, Richard Lacasse, and Norman Muller. Our insurance agent, Paul Lesukoski was also present. There were no other unit owners in attendance.

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

### Insurance:

- Trustees discussed our master insurance policy, which renews on January 31. Based on the revaluation of our property in 2016, we agreed to increase the amount of coverage we have. We also increased our deductible to \$5,000. A motion was made and seconded to renew our master policy with \$5,000 deductibles. Vote: Passed.
- After discussion, a motion was made and seconded to switch our Director and Officer Liability insurance from GNY to USLI. Vote: Passed. The USLI policy provides more coverage.
- We discussed updating insurance information in our Rules and Regulations and, once this is done, we and our insurance agent will send all owners information about the changes.

### Meeting Minutes:

- A motion was made and seconded to accept the minutes of the November 29 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the December 13 closed meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the January 10 closed meeting. Vote: Passed.

### Notes from December 13 Closed Meeting:

- On December 5, Trustees took an email vote on a motion to accept a quote from Energy Savers of America to reroof Building 7. Vote: Passed. The project was completed on December 9. The roof was leaking and several areas of the roof deck around the fake dormers were spongy.
- Bid packages for the 2017 landscaping season were sent out to two firms on December 10.

### Notes from January 10 Closed Meeting:

- A motion was made and seconded to hire Tom Stebbins to paint the inside front entrance to the Meeting Room, install a light in the inside entrance to the Meeting Room, and install a light in the Unit 85-86 common hallway. Vote: Passed.
- We still need to replace the buzzer/intercom system for the four units in Building 11.
- We hired Northern Tree to do several small tree projects on the property. The work will be scheduled soon.

### Finances:

- As of today, we have \$25,391.46 in checking and \$156,504.60 in savings for a grand total of \$181,896.06.
- As of today, we have arrearages of \$1,438 involving 6 owners.
- A motion was made and seconded to transfer any leftover funds in our 2016 operating budget to our reserve accounts. Vote: Passed.

### Snow Removal:

- In December, we had three snow events which required snow clearing: December 12, December 17-19, and December 30. December snow removal costs amounted to \$5,720.

- So far, we have had two snow events in January: January 8 and January 24. January snow removal costs to date amounted to \$2,510.

#### Grounds/Property:

- We are still waiting for Northern Tree to schedule our tree work.
- Repairs to our large dumpster light should be completed later this week.

#### Buildings:

- We need to have front and back downspouts at the Unit 51 end of Building 7 repaired.
- We had a problem with a roof leak on Building 5. The leak was repaired but the ridge vent will need to be replaced in the spring.
- The walls in one of the common hallways in Building 1 were damaged when furniture was moved out. The owner involved will be fined.
- We are getting prices to replace one of the front doors on Building 11. We hope to do this later this year.
- A motion was made and seconded to hire Tom Stebbins to install cabinets, countertop and sink in the kitchen area of the Meeting Room and to apply trim to the back door of the Meeting Room. Vote: Passed.
- The front door lock on the Unit 27-30 common hallway is not working well and needs to be replaced. Norman will get information on this.

#### On-Going/Other:

- Trustees updated the possible projects list for 2017.
- Trustees will start looking at updating our Rules and Regulations at our February closed meeting. The first item we will look at are our insurance rules.

#### New Business:

- Trustees will be attending a meeting with the Chicopee Department of Public Works on January 31 to discuss trash and recycling.
- Trustees briefly discussed the Massachusetts Marijuana Law as it would apply to condos with our insurance agent. Trustees will continue this discussion at future meetings.

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

Our next open meeting will be on Tuesday, February 28, at 6:30 p.m. in our Meeting Room. All owners are invited to attend.

Respectfully submitted,

  
Norman Muller  
Vice President

#### Reminders:

1. Is your can of sand/snow-melt near your front door when you step out on icy mornings?
2. Have you checked or changed your furnace filter lately?
3. Are your smoke alarms operating properly? Have you changed the backup battery in the past year? If they are more than 7 years old, they may need to be replaced.
4. Have you reviewed our snow removal policy so you know what to do when snow clearing occurs?
5. Are you picking up after your pets? The snow won't hide your pet deposits forever.