

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

January 25, 2022

Present: Karen Burkinshaw, Don Dominique, Richard Lacasse, Norman Muller, Rosemary Thompson, and two unit owners.

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

Comments from the Floor:

Q.: During times of the year when things are slow, we should consider holding only one meeting per month instead of two. This would be more efficient and would save the cost of heating the meeting room.

A.: We will consider this suggestion as this was a consideration when we cancelled the January 11 meeting.

Q.: The electrical equipment on each building is now almost 33 years old and will soon need to be replaced.

A.: It is not clear if that equipment is the responsibility of the electric company or the Association. Rosemary will do some research and report back to the Trustees.

Q.: When we have heavy rain, the downspout between Units 12 and 13 causes flooding in front of the building.

A.: The front gutters on that building need to be replaced with larger ones and the downspout placements need to be adjusted to correct this.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the December 14 meeting. Vote: Passed.

Finances:

- As of today, we have \$20,559.80 in checking and \$134,701.18 in reserves for a grand total of \$155,260.98.
- As of today, we have \$13,169.99 in arrearages involving 5 owners. The bulk of this amount is owed by one unit and this will be cleared up when the unit is sold.
- We continue paying the monthly installments on last year's roof replacements. This should be completely paid by June.
- We need to start preparing for our tax preparations and yearly audit.

Insurance:

- We have changed the dates of our master insurance policies to coincide with the calendar year. Prior to this, our policy coverage started on January 31 of each year.

Snow Removal:

- So far this year, we have had two snow cleanup events that have cost a total of \$4,000.
- Mass Tree is subcontracting roadway sanding and we need to make sure that contractor has proper insurance coverage.

Landscaping:

- We need to begin reviewing and updating our landscaping contract for the current year.

Grounds/Property:

- All seven outdoor light sensors were replaced on December 13.

- Fence repairs were completed behind Building 7 and Chicopee Mason Supplies reimbursed us for the cost.
- The front entrance sign will need some attention this year.

Buildings:

- An additional hand-railing was installed in the common hallway of Units 5-8.
- We are still waiting for ProTech to give us a date for repair work to the Unit 3 basement wall.
- We currently have a sewer line issue at Building 5 that will need to be repaired in the spring.

Unit Issues:

- Trustees discussed several unit issues.

Old Business:

- The January 11 meeting was cancelled due to extremely cold weather and no urgent business to attend to. It is expensive to heat up the Meeting Room for only a short time.

New Business:

- Future meeting: Tentatively, Tuesday, February 8.
- The fire extinguisher in the Meeting Room needs to be serviced. Don will take care of this.

There being no further business, the meeting adjourned at 8:00 p.m. Our next meeting will tentatively be on Tuesday, February 8, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

REMINDERS:

1. Speed limit on the property is still 10 MPH. Slow down!
2. Be sure to keep your can of ice melt near your front door and use it as needed when you go outside. When you run low, refill your container at the mailbox area.