

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Meeting Minutes**  
**January 28, 2014**

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Norman Muller and one unit owner.

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

Comments from the floor:

- An owner complained about noise coming from a neighboring unit after 10 p.m. We will send the offending owner a letter about this rules infraction of our rules with a warning that future problems will result in a fine being assessed.
- What is being done to monitor the status of the hill behind Building 2? We are in communication with Ed Severance on a regular basis and, once the snow and ice clears but before the hill is covered in undergrowth, we will schedule a visit by Ed Severance to inspect the entire area.
- Some front doors on the property need repainting. When will this get done? Front door painting is on our list of possible projects for 2014. We need to prioritize the list taking into account the urgency and cost of each project as well as budget constraints.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the November 26 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the January 14 closed meeting. Vote: Passed.

Finances:

- As of today, we have \$14,962.12 in checking and \$176,079.69 in savings for a grand total of \$191,041.81.
- As of today, we have \$808 in arrearages involving five units.
- Our most recent water/sewer bill for September – November, 2013 was \$8,867.12. Let's try to conserve water.
- As of today, about 25% of unit owners have paid their assessment in full. Several people are paying a portion of their assessment every month.

Master Insurance Policy:

- Our master policy renews on January 30, 2014 and our agent has obtained five quotes for our consideration. Premiums range from slightly over \$20,000 to \$33,000 for the year.
- A motion was made and seconded to accept the insurance quote given by Greater New York Insurance at a yearly premium of \$20,411. Vote: Passed. This premium is approximately eight percent higher than last year's policy cost.

Grounds/Property:

- We are in the process of securing prices and design suggestions for a new mailbox structure. We hope to begin construction in early spring.

Buildings:

- A motion was made and seconded to accept a proposal from Tom Stebbins to install vinyl tiles on the kitchen floor area of the Meeting Room. Vote: Passed.
- We are securing prices to update the intercom/doorbell systems on Building 4. The current systems are 25 years old and are no longer reliable.
- We are securing updated quotes to reside Building 1.

New Business:

- Trustees discussed the possibility of breaking down our landscaping contract into two pieces: one to take care of the grass/grounds and one to take care of plants/plant beds. Most landscapers are adept at mowing grass but not all of them do a good job with the shrubs and plantings. We will work on this so we are ready to send out requests for proposals in late February.

There being no further business, the meeting adjourned at 8:05 p.m.

Our next open meeting will be on Tuesday, February 25, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller  
Vice President

**Reminders:**

1. Winter is NOT over. Keep your can of sand near the front door for those icy mornings.
2. If we get deep snow, you need to insure that your furnace exhaust pipes are kept clear. Furnace pipes blocked with snow and ice could cause problems with carbon monoxide buildup in your unit.
3. Dumpster Use: Break down boxes, recycle, close dumpster doors.
4. Always insure your guests are parked in appropriate visitor spots. Vehicles should not block roadways in case emergency vehicles need access.