

# CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

## Meeting Minutes

October 16, 2018

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, Rosemary Thompson, Al White, and three unit owners.

Ms. Burkinshaw called the meeting to order at 6:40 p.m.

### Comments from the Floor:

Q.: Compliments to Rosemary Thompson for overseeing the power washing project.

A.: Thank you.

Q.: People who had a new air conditioner installed may want to spray the outside portion of it with a product called CORROSIONX, which will prevent mice and other critters from taking residence in the unit during winter. Home Depot carries this product.

A.: Thank you.

Meeting Minutes: A motion was made and seconded to accept the minutes of the September 25 open meeting. Vote: Passed.

### Finances:

- As of today, we have \$20,288.95 in checking and \$193,414.30 in savings for a grand total of \$213,703.25.
- As of today, we have \$1,679 in arrearages involving 8 owners.

### Landscaping:

- Grub control was applied to the lawns recently.
- We received a price of \$2,450 to overseed all the grass areas on the property. It was recommended we also aerate the grass at the same time at an additional cost of \$950.
- Holes behind Building 5 have been filled and seeded.
- We still need to fill and seed holes behind Building 1, on the side of Building 11, as well as erosion at the front corner of Unit 16. We also need to replace sod in front of Unit 72.
- All the hidden valve boxes for the irrigation system have been located and marked.

### Grounds/Property:

- Under-walk drains in front of Building 5 have been completed.
- Replacement steps for Units 9-10 should be installed by mid to late November.
- A motion was made and seconded to hire Mass Tree to trim tree branches over the large dumpster area, the front entrance, and behind Buildings 6 and 7. Vote: Passed. Norman will schedule.
- We still have not received information on an enclosure for the small dumpster area.
- Slope review behind Building 2 was done recently.
- We need to schedule removal of the speed bump for winter.

### Snow Removal:

- Trustees discussed snow removal as well as sanding/salting at length and have come up with a new plan to deal with treatment of walks and steps. Our contractor will continue to use ice melt to treat walks and steps. Residents will be given access to an ice melt mixture to use in the "sand cans" they keep in their units for use on icy steps and walks. Use of sand/salt mixture will be limited to the roadways. Details need to be worked out and details will follow when our yearly snow removal procedure is distributed to residents.

#### Buildings:

- Power washing of all buildings will be completed this week.
- Building 5 crack and foundation leak repairs have been done. If residents of that building notice further problems, they should report them to the Association as soon as they are noticed.
- We will review the Building 5 engineer's report and determine what other work, if any, needs to be done.
- New front door light-sensor lights have been installed at Building 4.
- We still need to get prices for new front door kick plates.
- Our new common-hallway cleaning service seems to be working well.
- The Meeting Room floor will be cleaned and sealed in the next two weeks.
- The new gutter/downspout project at Building 4 is done.
- The batteries in all common area smoke detectors were replaced today.

#### Unit Issues:

- We will schedule a meeting for new owners and Trustees in the next few weeks.
- We still need to fix the erosion issue on the front corner of Unit 16.
- Unit 22 is currently for sale.
- We need to correct the outside faucet problem at Unit 41.
- Deck steps at Units 62, 63, 64, 65, 71, and 72 have been refurbished with new stringers.
- Deck steps at Units 78 and 82 need to be refurbished with new stringers.
- The front of Unit 72 needs new sod.

#### On-Going/Other:

- We need to update our Rules and Regulations. We last updated them in 2013.

#### New Business:

- Future meetings: October 30, November 13, and November 27.

There being no further business, the meeting adjourned at 9:10 p.m.

Respectfully submitted,



Norman Muller  
Vice President

#### Reminders:

1. Cold weather is coming. Check smoke alarms to insure batteries are fresh and the alarms are working properly.
2. Prepare your furnace for winter. Replace the filter. Move junk away from the furnace so it has room to breathe.
3. If you have an outdoor faucet in front of or behind your unit, please shut off the water to the faucet now to avoid a frozen pipe and perhaps a flood in your basement.
4. The speed bump will soon disappear but we still need to drive slowly on the property.
5. Do you know what is happening on the property? Attend meetings, read meeting minutes and other notices.