

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Open Meeting Minutes
October 24, 2017

Present: Karen Burkinshaw, Luann Canedy, LaurineFerrarini, Richard Lacasse, Norman Muller, and two unit owners.

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

Comments from the Floor:

- The Trunk or Treat activity on Sunday was a success. Several people decorated their vehicle trunks and about 20 children participated.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the September 26 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the October 10 closed meeting. Vote: Passed.

Notes from October 10 Closed Meeting:

- A motion was made and seconded that, by spring 2018, all propane and charcoal grills can no longer be used on the property. Vote: Passed.
- A question was brought up about how often fire hydrants on the property are flushed. It appears they would be flushed only at our request but the Water Department must insure that they are operable. It also appears that water from our fire hydrants is measured through our water meter. We need to look much further into this issue. Why are we paying for water to fight fires when hydrants on city streets are not metered to anyone?
- Several electrical issues have been taken care of. Six of the seven light sensors have been replaced, wiring at the entrance sign has been cleaned up, an outlet has been installed to service the Building 11 doorbell system, a new LED light has been installed at the large dumpster area, and wiring of all post lights has been checked. We are waiting for prices to install motion and/or light sensing lights at all entrances of Buildings 1 and 4.
- Asphalt cracks have been patched and changes have been made to a few parking areas.
- Front door kickplates at Units 23 and 24 have been replaced with a plastic product. We will monitor this until next year before considering whether or not to replace others.

Finances:

- As of today, we have \$17,187.16 in checking and \$150,696.17 in savings for a grand total of \$167,883.33.
- As of today, we have arrearages of \$99 involving five unit owners.
- Trustees started work on the 2018 budget. We expect to approve the 2018 budget at our November open meeting.

Social Committee:

- Last week's Trunk or Treat activity was successful and the committee would like to have at least one activity per month.
- Information on events will continue to be posted on our bulletin board and sent out via email.
- A form will be developed to provide the Board with information about future events so they are aware of what is being planned and what facilities will be used.
- The Meeting Room will not be available during the winter months due to the very high cost of heating the room.

Marijuana Law:

- We will be sending out a packet of information to all owners in the next few days explaining all the details of this project and asking owners to vote on this issue. An informational meeting is also being planned for Wednesday, November 8 at which time our attorney will be present to answer questions.

Fire Hydrant Flushing Issue:

- The Fire Department would need our permission to flush hydrants as they are hooked up to our water meter and we would be paying for the water used for this. It is their duty, however, to insure that our hydrants are in working order. Trustees continue to explore this issue.

Storm Door Standard:

- Since the Harvey Classic door is no longer available, Trustees have done some research and adopted a new standard. Two door styles will be available-- Anderson 8 Series, ½ Light Panel door or Anderson 6 Series, ½ Light Panel. Both doors are available in white with either the nickel or black hardware options. The installed price of these doors is much less than our old standard.

Snow Removal:

- Trustees are in process of securing quotes for snow removal for the coming winter season.

New Lease Agreement Conditions:

- Trustees have revised and updated leasing documents covering those units that owners choose to rent out. A motion was made and seconded to approve the new lease agreement conditions, effective immediately. Vote: Passed.

Entrance Sign:

- Work continues on the new entrance sign. It should be ready before winter.

Landscaping:

- We received two quotes to deal with the drainage problem between Buildings 2 and 3. Once a few details are clarified, we will choose a contractor and have the work done.
- We expect to have the irrigation system blown out in the next few weeks.

Grounds/Property:

- We are getting prices to install light sensors on both the front and rear door lights of Buildings 1 and 4.
- We need to have the speed bump removed for the winter.
- We need to call Braman to determine if we have another pest control application this year. Bees seem to be a current problem.

Buildings:

- We expect the Unit 5-8 front hallway painting will be completed soon.
- The Unit 1-4 rear door has been rekeyed.
- Larger downspouts have been installed on the front of Building 7.
- Next week, MassSave will make another inspection of the property and then they should be ready to send letters to all owners.
- A plumber has checked the pressure-reducing valves on several buildings and all are within normal operating range.
- We are waiting for a price to replace outside faucets on the property. Many of them are beyond repair.
- We have received four quotes to install railings on the fronts of Buildings 2, 6, and 10. We hope to work on this project next year.
- We are in process of having several small jobs done in the Meeting Room. These include covering the tops of the kitchen pony walls with wood, replacing broken floor tiles, and replacing missing baseboard moldings. A motion was made and seconded to buy rubber baseboard molding and supplies for installing it for the Meeting Room. Vote: Passed.
- We will put off the painting of common hallways until next year.
- We received a quote to replace the windows in all the common hallways. We will consider this next year.
- We plan to have the basement-level outdoor privacy walls at Building 2 replaced this year. The current panels are rotten and falling apart. A motion was made and seconded to hire Fairview Fence to do this project. Vote: Passed.

Unit Issues:

- Unit 9 has a basement-level retaining wall that needs to be replaced. We are getting quotes for this job but it will probably be put off until spring.
- The storm drain behind Unit 16 needs to be replaced.
- A unit in Building 5 reported a crack in a ceiling. We will investigate.

There being no further business, the meeting adjourned at 8:45 p.m.

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

Respectfully submitted,


Norman Muller
Vice President

Reminders:

1. If you have an outside faucet either in front of or behind your unit, it is your responsibility to shut off the water for the winter to avoid frozen pipes.
2. Smoke alarms have a limited 7 to 10 year life and their backup batteries should be replaced every year. Now is the time to check your smoke alarms to be sure they are in working condition.
3. Move flammable materials away from your furnace and give it room to breathe. Check your furnace filter and change it, if necessary.
4. Cold weather is coming. Now is the time to check your winter gear: snow shovel, can of sand near your front door, scraper and snow brush for your vehicle, etc. Do NOT wait until the first snowy morning to do this.