

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

October 27, 2015

Present: Karen Burkinshaw, Luann Canedy, Laurine Ferrarini, Richard Lacasse, Norman Muller and one unit owner.

Ms. Burkinshaw called the meeting to order at 6:35 p.m.

Comments from the Floor:

Q.: There is a problem with vehicles speeding on the property.

A.: We are aware of it and we are looking to install speed bumps in strategic locations. The police will not help as we are a private property.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the September 29 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the October 13 closed meeting. Vote: Passed.

Notes from October 13 Closed Meeting:

- On October 15, a few minor repairs will be made to the irrigation system and the system will be shut down for the season.
- A motion was made and seconded to seed the recently cleared area between Buildings 2 and 3. Vote: Passed.
- Four new dumpsters were recently installed on the property. Recycling dumpsters now have bright yellow lids.
- We got prices to replace the two women's room toilets in the Meeting Room. A motion was made and seconded to have two new toilets installed in the women's room. Vote: Passed
- Catch basin cleaning has been put on hold until early spring.

Finances:

- As of today, we have \$6,165.19 in checking and \$143,925.51 in savings for a grand total of \$150,090.70.
- As of today, we have arrearages of \$1,617 involving two owners.
- We recently received a bill for legal fees incurred early this year relating to one of our units. The lack of timeliness of this bill prevents us from making a claim against the previous owner. Karen will look into this.
- Thus far, we have collected \$5,737.50 of the snow removal assessment. Nine owners have not yet fully paid their assessment.

Landscaping:

- The irrigation system is shut down for the winter.
- The island plantings have been removed from between Buildings 2 and 3 and the area has been seeded.
- We received a proposal from Northern Tree for tree trimming. We discussed removing the four crab apples from the area between Buildings 6 and 7 and either trimming or removing a few other small trees. We will decide at our next meeting.
- Our grounds maintenance contract has been revised and updated. We will finalize it at our next meeting.

Grounds/Property:

- We will finalize our snow removal contract and approve it at our next meeting.
- We are still researching options for a new entrance sign.
- We approved a quote from Mr. Sealgood to seal asphalt cracks and clean several parking spots. We are waiting for this work to be scheduled.
- Luann reported on the city-owned parcel of land adjacent to our front entrance. The city has applied for a large grant to improve Ray Ashe Park. If the grant is approved, the parcel of land will need to remain forever as a part of the park. If the grant is not approved, we may be able to purchase it from the city.
- All light sensors on the property have been replaced.
- We received a price of \$525 to replace the dumpster light with a new LED light. We will look into other options.
- We received information from Waltham for future termite inspection work. We need to research this issue.
- We need to get prices to have some of our concrete walks sealed.

Buildings:

- We received an estimate to complete deck work on Building 1. We will look at this in the spring.
- Front step caulking is complete except for the Unit 19-20 steps.
- Several pieces of roof drip edge have fallen from the buildings. Tom will deal with this when gutters are cleaned.
- The Unit 1-4 common hallway has been repainted. We will consider painting other common hallways in the spring.
- The floor at the back of the Meeting Room has been retiled.
- The two women's room toilets in the Meeting Room have been replaced.

Unit Issues:

- One unit was recently sold and four units are currently for sale.
- Tom inspected a possible problem over the Unit 10 front door and no action is needed at this time.

Old Business:

- We still need to get prices to install rain handlers on Building 3.
- We still need to address the underground downspout extension on the side of Unit 42 as well as the extensions behind the perimeter buildings.

New Business:

- Trustees began to gather information and discuss our 2016 budget. For the last three years, our entire yearly increase in condo fees has gone directly to pay higher water bills. Water and sewer rates are increasing again along with everything else.

There being no further business, the meeting adjourned at 9 p.m. Our next open meeting will be on Tuesday, November 24, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Have you changed your smoke alarm batteries this year?
2. Have you changed your furnace filter?
3. Have you paid your snow removal assessment which is due by October 31?
4. Speed limit on the property is 10 miles per hour. Slow down!