

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

November 1, 2016

Present: Karen Burkinshaw, Luann Canedy, Laurine Ferrarini, Richard Lacasse, and Norman Muller. There were no other unit owners present.

Ms. Burkinshaw called the meeting to order at 6:31 p.m.

Comments from the Floor: None.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the September 27 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the October 11, closed meeting. Vote: Passed.

Notes from October 11 Closed Meeting:

- Last week, additional repairs were made to our irrigation system. We believe some of the problems may have been caused by fluctuations in the water pressure as a result of a major water main break in the city.
- All outdoor flags have been removed for the winter.
- Backup batteries in the Building 11 common area smoke alarms have been replaced. Batteries did not need to be replaced in the Building 1 and 4 common area alarms because the alarms were replaced in June.
- Many people are using their rear patio pads for storage, which is against our rules. We will do a walk around in early spring to address this problem with offenders.

Finances:

- As of today, we have \$12,603.80 in checking and \$166,109.79 in savings for a grand total of \$178,713.59.
- We currently have \$635 in arrearages involving three owners.
- Trustees discussed the 2017 budget. A motion was made and seconded to adopt the proposed 2017 budget which would raise \$236,664 and which would result in monthly condo fees of \$232 for two-bedroom units and \$186 for one-bedroom units. Vote: Passed. Please note that \$7 of that monthly increase will go to pay water bills as a result of previously announced water and sewer rate increases.

Landscaping:

- Our irrigation system has been shut down and blown out for the winter season.
- All grass areas have been dethatched, the area behind Buildings 6 and 7 has been hydro seeded and other areas have been over seeded.
- We are starting to look at our landscaping needs and landscaping contractors for the 2017 season.
- We asked Northern Tree to give us a quote to prune the Japanese maple tree in front of Building 11. This is best done when the leaves are down.

Grounds/Property:

- Entrance sign project continues.
- Our final pest control application was done on October 11.

- Waste pipes of Buildings 4, 5, 6, 7, and 11 were cleaned out recently. The floor drain at the bottom of the back Meeting Room stairs was also cleared and now seems to be working properly.
- We plan to schedule gutter/downspout cleaning prior to the final fall clean-up of the property.
- The speed hump will be removed for the winter.

Buildings:

- All new front steps as well as the mailbox area pad have been sealed.
- Laurine has repaired many of the outside faucets on the property.
- Work continues on the new storm/screen door standard.
- We have gotten several quotes to replace the furnace in the Meeting Room. Although we have no plans to replace our current furnace until it fails, we are gathering necessary information for planning purposes.
- Laurine talked to Trustees about the Mass Save Program and will register us with the program. Details will follow.

Unit Issues:

- Unit 9 is still for sale.
- Two of our absentee owners have still not provided us with required renter paperwork. We are pursuing this and will levy fines, if necessary.
- We received a request to run cable wire on the outside of one of our buildings. We need to investigate this as all units were originally equipped with cable connections.
- We received three quotes to replace the Unit 83-84 and 85-86 doorbell/intercom systems. Because of the uncertainty over exactly what needs to be done, none of the quotes provided an exact price but all were in the \$2,000 range. We will need to address this issue in the spring.

On-Going/Other:

- Our snow removal contract will be executed this week. Marker sticks and sand barrels will soon appear on the property.
- We plan to review/update our rules and regulations over the winter.
- We are gathering information to possibly update our master insurance policy when it renews. We will be having a meeting with our insurance broker later this month.

There being no further business, the meeting adjourned at 8:50 p.m.

Our next open meeting will be on Tuesday, November 29, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,


Norman Muller
Vice President

Reminders:

1. Cold weather is here. Please shut off all outdoor faucets if the shutoff is in your unit.
2. Check your smoke alarms. If your alarms are over ten years old, they need to be replaced. The backup battery should be replaced every year.
3. Sand barrels will soon appear on the property. Keep a can of sand near your front door to spread on your steps and walks for those icy mornings.
4. When snow arrives, it is your responsibility to insure your furnace and water heater exhaust pipes are clear of snow and ice.