

# CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

## Meeting Minutes

November 14, 2017

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

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

### Finances:

- As of today, we have \$30,629.64 in checking and \$154,415.03 in savings for a grand total of \$185,042.27.
- As of today, we have arrearages of \$531 involving six owners.
- Trustees discussed the 2018 budget. Based on this year's spending, three accounts need to be increased—master insurance, irrigation system repairs, and snow removal. After making those adjustments, a motion was made and seconded to accept a 2018 budget which would raise \$240,750. Vote: Passed. This budget will increase monthly condo fees by \$3 on two-bedroom units and \$2 on one-bedroom units.
- A question was asked about the possibility of individual water meters. We have looked into this issue many times and it is not feasible. The Chicopee Water Department would do nothing to help so we would have to bear all the costs of plumbing changes and meter installation, reading of meters, and billing individual owners. The city would continue to send us only one bill.

### Master Deed Amendment:

- After some discussion, an end date for voting was set at December 1, 2017. A notice to this effect will be sent in the next day or two. People can turn in their votes in the condo mailbox and if they want to change their vote, they can request a new ballot. After the end date, votes will be counted by the Trustee clerk and another owner and totals will be posted for all to see. There is no need to turn in the mortgage information form at this time.

### Grill Committee:

- The committee met for the first time on November 13. There was much discussion and discrepancies were found to exist in the law itself. Additionally, the original law was modified recently. It appears the Chicopee Fire Department has no interest in doing anything with this law. Work will continue over the winter and hopefully, a final report can be done before spring grilling season.

### Welcome/Social Committee:

- This Sunday the Committee is having a pet food collection with all food collected going to the Dakin Shelter. This event will happen outside near the small dumpster area or inside the Meeting Room.
- If the Committee wants to schedule events in the Meeting Room over the winter, the Board agreed to cover the additional heating costs.

### Snow Removal:

- We received two quotes for snow removal services for this winter. Our concerns are cost and availability. Most snow removal contractors, when contacted, indicated they might be willing to take us on but we would be the newest account and their other accounts would be taken care of first. This would leave us waiting after large snow storms. After some discussion a motion was made and seconded to accept the quote of Mass Tree and to execute the contract as soon as possible including additional language requested by Mass Tree. Vote: Passed. The following additional paragraph will be included in the contract:

*"Both parties agree that Mass Tree is the sole snow removal contractor for the Clearview Heights property. No other parties, private or commercial, shall engage in snow removal operations on the property without prior approval by both Clearview Heights Condo Association and Mass Tree. Any party that does engage in snow removal operations assumes all liability for such unapproved operations, may be subject to legal action by*

*the Association or contractor, and will give contractor just cause to terminate this agreement immediately."*

#### Snow Removal Procedures:

- Everyone present discussed snow removal and suggested ways to make it more efficient. One suggestion that seemed to be popular was to post a flag of some sort near the area of the property that is actually being worked on at any given time. This would indicate where work was happening so owners moving their vehicles and pedestrians could avoid the area and thus make for a safer operation. A variation on this would be to post a red flag where work is being done and a green flag where snow removal is completed.

#### Fall Newsletter:

- The following topics will be included in the next newsletter: condo fees for 2018, holiday decorations, trash and recycling, snow removal information and procedures, deck use, front door lights, speeding on the property, littering, Social Committee information, and contact information.

#### Buildings:

- In the next week or two, gutters and downspouts will be cleaned and inspected and full fall cleanup will be done on the property.
- The Unit 5-8 front hallway painting project was completed last week.
- If you have an outside faucet at your unit, you need to shut off the water to the faucet now to avoid frozen pipes.
- The Meeting Room fire extinguisher needs to be refilled or replaced.
- New baseboard molding is being installed in the Meeting Room. One of our owners is doing the job.
- Building 2 basement patio privacy walls will be replaced later this week.
- We need to take a closer look at the retaining wall adjacent to the Unit 9 basement patio.

#### Grounds:

- A motion was made and seconded to accept a quote for drainage improvements between Buildings 2 and 3 from Taylor Davis Landscape and Construction at a cost of \$650.20. Vote: Passed.
- A motion was made and seconded to accept a quote to replace a broken area drain near Unit 16 at a cost of \$1,042. Vote: Passed. We hope to have this job done this year before the ground freezes.
- The irrigation system has been blown out and shut down.
- We received a quote to install photo-electric sensor lights to the front doors of Buildings 1 and 4 as well as install motion sensor lights to the rear doors of Buildings 1 and 4. The price was higher than we anticipated so we will keep looking for alternatives.

#### Unit Issues:

- We have a roof leak in Building 1 above Unit 6. We have contacted our roofer to look at this issue and make recommendations.
- Unit 74 reported a broken front light fixture.

There being no further business, the meeting adjourned at 8:20 p.m.

Our next open meeting will be held 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. Cold wet weather is coming. Find your sand or ice-melt can and place it near your front door. Sand barrels will appear on the property soon. Call our number for ice melt refills if you have new steps.
2. If you have an outdoor faucet near your unit, YOU are responsible for shutting off the water to it. The shutoff is in your basement. Please find it and use it.
3. SLOW DOWN: Speed limit is 10 MPH.