

# CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

## Meeting Minutes

November 17, 2020

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, and Rosemary Thompson. Al White attended remotely. There were no other unit owners present.

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

Comments from the Floor: None.

### Meeting Minutes:

- A motion was made and seconded to accept the minutes of the November 3 meeting. Vote: Passed.

### Finances:

- As of today, we have \$39,224.17 in checking and \$140,375.55 in reserves for a grand total of \$179,599.72.
- As of today, we have \$5,285 in arrearages involving 5 owners. The majority of that amount is owed by one owner and is currently in collections.

### Snow Removal:

- On November 12, an email motion was made and seconded to approve a snow removal contract for 2020-2021 with Mass Tree at last year's rates. Vote: Passed.

### Landscaping:

- The second pruning was done but a few plants were missed. We expect our landscaper will correct this issue soon.
- On November 16, we met with Cotton Tree Service. We are waiting for a quote from them and will probably have some work done in January.
- Application of lime to grass areas still needs to be done.
- An irrigation problem caused by the electrical work being done at the entrance will be taken care of this week.

### Grounds/Property:

- Work continues on catch basin repairs.
- Fence repairs behind Building 3 will be done in the spring.
- Trustees discussed the ongoing electrical work being done at the entrance. A notice will go out to all residents about a December 5 planned electrical outage very soon. When you get the notice, please read it and plan for it. In the coming months, we expect a few more electrical outages as part of this project.

### Buildings:

- On November 9, an email motion was made and seconded to approve hiring Sexton Roofing to replace the Building 6 roof as soon as possible. Vote: Passed. A recent minor leak caused us to have the roof inspected and this revealed a serious problem that required more immediate attention.
- Al will have the Meeting Room fire extinguisher serviced soon.
- Gutters and downspouts have been cleaned. A few minor repairs still need to be done.

### Unit Issues:

- Trustees discussed several issues: failure to pick up after a pet, clutter on decks and patio pads, and issues with investor/owners.

Old Business:


- We had asked that all personal property be removed from plant beds and steps before November 15. Thank you to those who complied. Hopefully, everyone will do this soon. People need to discard pumpkins and gourds and frozen plants before they deteriorate any further. Snow shovelers will **NOT** clear out rotted pumpkins, etc. from your steps.

New Business:

- Future Meeting: December 1.
- Trustees finalized the 2021 budget. A motion was made and seconded to approve a 2021 budget that raises \$254,760 and increases condo fees to \$250 for two-bedroom units and \$196 for one-bedroom units. Vote: Passed.

There being no further business, the meeting adjourned at 8:30 p.m. Our next meeting will be on Tuesday, December 1, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,

  
Norman Muller  
Vice President

**Reminders:**

1. Keep a container of ice melt near your front door for those icy mornings.
2. If you have an outside faucet in front of or at the rear of your unit, you need to shut off the water from the inside of your unit. Failure to do so could result in a frozen pipe and a flood. If you are not sure where your shut-off is, call the Association.
3. Thank you to all who removed their personal property from plant beds and steps.
4. If you have not yet done so, please remove all personal property (pumpkins, flags, statues, lights, signs, garden hoses, etc.) from plant beds and steps. Our landscapers and snow shovelers will NOT deal with frozen rotten pumpkins, etc. They are your responsibility.