

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes November 24, 2015

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

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

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the October 27 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the November 10 closed meeting. Vote: Passed.

Notes from November 10 Closed Meeting:

- Asphalt cracks have been sealed and stained parking spots have been repaired.
- Mole holes behind Building 5 have been filled.
- The Unit 39-40 foundation crack has been repaired.
- Trustees will review the contents of a proposed November Newsletter at our next meeting.
- Laws concerning exhaust venting of clothes dryers have changed recently. We will include information about this in our upcoming newsletter.

Finances:

- As of today, we have \$8,461.43 in checking and \$148,718.05 in savings for a grand total of \$157,179.48.
- We currently have \$2,542 in arrears involving five owners.
- Trustees reviewed and discussed the proposed 2016 budget. A motion was made and seconded to adopt a budget for 2016 that will raise \$224,220 which will increase monthly condo fees to \$220 for two-bedroom units and \$173 for one-bedroom units. Vote: Passed.

Snow Removal Contract:

- We are in process of finalizing the language of our snow removal contract. We expect to have an executed contract in place very soon.
- Sand barrels will be installed on the property in the next week.

Landscaping:

- A motion was made and seconded to hire Northern Tree to prune six dogwoods on the property. Vote: Passed. Five trees are located in front of Buildings 6 and 7 and one is in the triangle area.
- An updated 2016 landscaping bid package is ready to be sent out. We are looking for interested bidders for the 2016 season.
- Fall cleanup should be done soon.
- We seem to have new mole activity around Building 5.

Grounds/Property:

- Trustees again discussed possibilities for a new entrance sign.
- Gutters and downspouts have been cleaned. Some of our roofs are starting to show their age.
- A new product, gutter brushes, has been installed in a length of gutter on the property for testing purposes.
- The downspout extension beside Unit 42 still needs attention.

- Now that the price of LED lights is decreasing, we will replace the fluorescent bulbs in our light posts with LED's as needed.

New Business:

- A motion was made and seconded to accept the November Newsletter and the 2016 Snow Removal Policy/Procedure. Vote: Passed.
- The Newsletter, Snow Removal Policy/Procedure, and a copy of the 2016 Budget will be delivered to residents the weekend of November 28.

There being no further business, the meeting adjourned at 8:15 p.m.

Our next open meeting will be on Tuesday, January 26, 2016 at 6:30 p.m. in the Meeting Room. All residents are invited to attend. Please note: there is no open meeting in December.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Snow is coming. Keep a can of sand near your front door to spread on icy steps and walks.
2. Break down boxes before placing them in the recycling dumpster.
3. You will be receiving some very important information from Trustees (Newsletter, Snow Removal Information, and 2016 Budget). READ THIS MATERIAL.
4. Condo fees will increase in January, 2016. If you have automatic payment, notify our bank so you pay the correct amount for January.