

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Meeting Minutes**  
**November 25, 2014**

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Linda McClay, Norman Muller, and one unit owner.

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

Comments from the floor:

Q.: When will the trim over the Unit 60 living room window be repaired?

A.: We will send a reminder to Energy Savers to fix this.

Q.: The people who were cleaning the gutters were smoking near dry leaves.

A.: We will look into this.

Q.: What happened to the purple plant that was removed from the front of Unit 53?

A.: We asked our landscaper to find another location for it on the property as it attracts bees.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the October 28 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the November 11 closed meeting. Vote: Passed.

Notes from the November 11 Closed Meeting:

- A motion was made and seconded to levy a special assessment against Unit 85 currently in the amount of \$11,256.70 to cover cleaning the unit as well as miscellaneous expensed related specifically to that unit. Vote: Passed. The unit also owes us five months of unpaid condo fees and late charges. Karen is working with our attorney on this matter.
- Trustees reviewed snow removal policies and procedures. A motion was made and seconded to accept the 2015 Snow Removal Policy. Vote: Passed.
- Trustees finalized the 2015 budget. A motion was made and seconded to accept the 2015 budget which will raise \$214,020 and will raise monthly condo fees to \$210 for two-bedroom units and \$165 for one-bedroom units. Vote: Passed. We will reconsider this motion and revote on it at our November 25 open meeting.

Unit 85:

- We recently sent an up-to-date invoice to the estate of the owner and to his attorney for all charges owed to us up to this point. We also discussed filing a claim against our master insurance policy for these charges. A motion was made and seconded to file a claim against our insurance carrier for these charges. Vote: Passed. Karen will handle this.

Unit Issues:

- Some mail addressed to one of the units was placed in the condo mail box by some unknown person. If mail is incorrectly placed in your mailbox, either deliver it to the proper person or place it in the outgoing mail box so it can be forwarded.
- We recently received payment in full from an owner who was in arrears along with a note questioning why condo fees must be paid when a unit is unoccupied. Our condo documents clearly state owner's financial obligations to the Association.
- We will have Tom Stebbins check the Unit 19-20 front steps to seal the space between the steps and the building.

Finances:

- As of today, we have \$14,575.44 in checking and \$135,133.14 in savings for a grand total of \$149,708.58.
- As of today, we have \$1,705 in arrearages involving three units.
- A motion was made and seconded to accept the 2015 budget which will raise \$214,020 and will raise monthly condo fees to \$210 for two-bedroom units and \$165 for one-bedroom units. Vote: Passed.

Lawn Care:

- Requests for bids for 2015 were sent to eight lawn care companies. They have until mid December to respond.
- We recently approved more work to add plantings to the hill behind Building 2 to help with the continued stabilizing of the hill. This work will be done soon.
- We have asked Ed Severance to look at the condition of all the areas behind Buildings 2, 3, 4, and 5 to see if there are any areas we should be concerned with.

Buildings:

- We still have several small repairs to be done around the property before winter.
- Work to secure the shutters on Buildings 2 and 5 will be done in the next week.
- Our electrician, Mr. Bingle, recently relocated three light sensors on the property in order to make them work more accurately. Light sensors control all of our outside lighting.
- We received an estimate of slightly less than \$24,000 to replace the Building 4 roof.
- We received a quote to replace the rear door of the Meeting Room which was badly damaged due to water issues in that area which have been resolved. A motion was made and seconded to have the rear Meeting Room door and frame replaced at a cost not to exceed \$1,200. Vote: Passed.

Grounds:

- Snow markers and sand barrels have been set up on the property. We are preparing for a possible storm on November 26-27 and we will send email updates as needed.

New Business:

- On Friday, November 28, copies of our winter newsletter, 2015 Budget, and 2015 Snow Removal Policy will be delivered to all units on the property. Please read this important information.

There being no further business, the meeting adjourned at 8:10 p.m. Our next open meeting will be on Tuesday, January 27, at 6:30 p.m. in the Meeting Room. There is no open meeting in December.

Respectfully submitted,



Norman Muller  
Vice President

**Winter Reminders:**

1. Do you have a can of sand near your front door to spread on you steps on icy mornings?
2. Keep your copy of the 2015 Snow Removal Procedure handy and refer to it during snow cleanup.
3. After snow storms, check behind your unit to insure furnace exhaust pipes are clear of snow. Blocked pipes could cause dangerous carbon monoxide buildup in your unit.