

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
November 26, 2013

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

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

Comments from the floor: None

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the October 29 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the November 12 closed meeting. Vote: Passed.

Notes from November 12 Closed Meeting:

- Trustees discussed the current mailboxes as well as replacement mailboxes. We have prices for replacement mailboxes and have received approval to replace our mailboxes with the same size boxes we currently have from the Chicopee Post Office. We will now come up with a design for a new mailbox enclosure and get prices for such a building.
- A motion was made and seconded to place an order for new mailboxes at Serv-U at a cost not to exceed \$4,500. Vote: Passed.

Finances:

- Trustees discussed the 2014 budget. A motion was made and seconded to adopt a 2014 budget that will raise \$209,820.00 by increasing monthly condo fees to \$205 for two-bedroom units and \$161 for one-bedroom units. Vote: Passed.
- Trustees discussed doing an assessment to cover the costs of the slope remediation project. Five different assessment scenarios were looked at and a motion to levy a \$400 assessment (for two-bedroom units) failed. After more discussion a motion was made and seconded to levy an assessment of \$350 to owners of two-bedroom units and \$275 to owners of one-bedroom units. Vote: Passed.
- A motion was made and seconded to allow owners to pay the assessment over the period starting January 1, 2014 to October 15, 2014. Owners could pay in one lump sum or in any increments they are comfortable with as long as the entire amount is paid by October 15, 2014. Vote: Passed.
- As of today, we have \$9,264.84 in checking and \$161,666.12 in savings for a grand total of \$170,930.96.
- As of today, we have \$510 in arrearages involving two unit owners.

Updated Rules and Regulations:

- Trustees have been working for months updating the rules and regulations. A motion was made and seconded to accept the Rules and Regulations, including attachments, as revised and amended through today. Vote: Passed.

Annual Communication:

- Trustees will put together a packet including a current newsletter, the 2014 Budget, snow removal policy, updated Rules and Regulations, and assessment notice and distribute them to owners prior to December 1. This information will also be placed on our website.

Grounds/Property:

- Trustees discussed trash and recycling pickups during the holiday season. Trash pickups will occur on December 20, December 28, and January 4. We will try to schedule an extra recycling pickup around Christmas. Please remember to break down boxes before depositing them in the recycling dumpsters. Also, if the dumpsters are full, DO NOT place trash or recyclables on the ground around the dumpsters. Take them home and redeposit them after the dumpsters have been emptied.
- Landscapers did an additional cleanup of the property today.
- Snow removal people have delivered sand barrels to the property and have installed curb markers.

Buildings:

- Mass Save continues to install insulation, etc., in the units where owners ordered such materials.

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

The Trustees wish everyone in our community a happy, safe, and healthy holiday season.

Our next open meeting will be on Tuesday, January 28, at 6:30 p.m. in our Meeting Room. There is no open meeting in December.

Respectfully submitted,


Norman Muller
Vice President

Reminders:

1. Sand barrels are located at the mailbox area and large dumpster area. Fill a can with sand and keep it handy to sprinkle on your walks on those icy mornings that will soon be here.
2. Be sure outside faucets are shut off.
3. Make sure smoke/carbon monoxide alarms are current and in good working order.
4. Keep your copy of Snow Removal Policy handy so you can refer to it when necessary.