

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
November 28, 2017

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

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

Comments from the floor:

- Two owners had questions about whether window envelopes and salad containers were recyclable. All such questions need to be directed to Waste Management.
- Over the long holiday weekend, a few people who were away for several days did not cancel newspapers nor ask neighbors to collect them. Newspapers left on your steps and notices and packages at your door advertise that this unit is empty and burglars are welcome.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the October 24 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the November 14 open meeting. Vote: Passed.

Finances:

- As of today, we have \$27,135.84 in checking and \$154,504.57 in savings for a grand total of \$181,640.41.
- As of today, we have arrearages of \$258 involving three unit owners.
- Trustees discussed our current budget later in the meeting.

Master Deed Amendment:

- Voting on this amendment ends on Friday, December 1. Please vote if you have not already done so.
- Vote count will be held in the Meeting Room on Saturday, December 2, at 10:00 a.m. John Ferraro and Norman Muller will count the votes. All owners are welcome to attend.

Grill Committee:

- The next meeting will be on Monday, December 11, at 6:30 p.m. in the meeting room. All owners are welcome to attend.

Welcome/Social Committee:

- Will distribute a flyer detailing upcoming events: Holiday caroling on December 10 and a holiday get-together on Saturday, December 30, from 6:00 to 8:00 p.m.
- A Superbowl party is being planned for late January.

Snow Removal:

- We have executed a contract with Mass Tree for snow removal services. Sand barrels have been placed on the property—one at the mailbox area and one at the large dumpster area. This year, we will be using GTC Landscaping for bucket loader services, when needed.

Newsletter:

- On November 27, a packet containing a newsletter, snow plowing procedure, recycling change notice, and 2018 Budget was left at all unit front doors and mailed to investment owners. Please read the material and keep the snow plowing procedure handy for future reference.

Landscaping:

- The drainage project and installation of a new catch basin between Buildings 2 and 3 was completed today.

- Fall cleanup was completed today.
- The mole problem leading to uneven ground behind Building 5 is on hold until spring.

Grounds/Property:

- We received a quote for new front and rear door lighting for Buildings 1 and 4. We will look at this next year.
- The speed bump has been removed for the winter.

Buildings:

- Gutters and downspouts have been cleaned and repaired as needed.
- All foundations have been checked and all foundation openings where pipes go through have been caulked as needed.
- Repainting of the Unit 5-8 front hall has been completed.
- Mass Save has completed their information gathering phase. You can expect to see a mailing from them in the near future.
- Outdoor faucet replacement is on hold until spring.
- Meeting Room painting and refurbishment continues. Baseboard molding is being installed by one of our owners.
- Our Meeting Room furnace failed yesterday after over 29 years. We have already gotten several quotes and we are now moving forward with replacing the furnace. We will also have all the ductwork cleaned.
- Building 2 cellar level outdoor privacy walls have been replaced.
- We have gotten prices to replace the windows in all common hallways on the property.

Unit Issues:

- A leak in the Building 1 roof was reported. When gutters were cleaned, a piece of flashing was repaired and this should solve the problem. We will continue to monitor this issue.
- One owner reported a badly damaged kick plate under the front door. Earlier this year, we replaced two front door kick plates with a new material. If this material works out, we will replace more kick plates in the spring.


New Business:

- A motion was made and seconded to move forward with replacing the Meeting Room furnace with a new high-efficiency (above 90% efficient) unit. Vote: Passed.
- A motion to change the way we deal with incoming communications from owners and others was tabled until our next meeting.

There being no further business, the meeting adjourned at 8:30 p.m.

Our next meeting will be on Tuesday, December 12, at 6:30 p.m. in the Meeting Room. All owners are invited.

Respectfully submitted,


Norman Muller
Vice President

Reminders:

1. Sand barrels have arrived. Keep a can of sand at your front door for those icy mornings.
2. Speed bump is gone but the speed limit is still 10 MPH.
3. Read and become familiar with our snow plowing procedure.
4. Waste Management is cracking down on recycling issues. Be careful what you place in our recycling dumpsters.
5. If you are away for multiple days, make arrangements to have newspapers, etc., picked up or stopped. Don't make your home attractive to burglars.