

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes
November 29, 2016

Present: Karen Burkinshaw, Luann Canedy, Laurine Ferrarini, Richard Lacasse, and Norman Muller. A prospective unit buyer and his realtor also attended briefly.

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

Comments from the floor:

Q.: We are interested in buying a unit at Clearview and request that you waive your current pet policy in our case. We have two indoor cats.

A.: Thank you for your interest. We will discuss this later in the meeting and notify you of our decision.

Trustees later discussed this issue. A motion was made and seconded to deny this request. Vote: Passed. We recently denied a request by another prospective buyer of the same unit to waive the pet rule in favor of having two dogs. To approve one request and deny the other would be discriminatory.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the October 25 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the November 15 closed meeting. Vote: Passed.

Notes from November 15 Closed Meeting:

- Trustees discussed insurance issues with our insurance broker, Paul Lesukoski, including changing some of the insurance related wording in our rules and regulations to allow for a better coordination of the master insurance policy and individual condo owners' policies. We will now check with our legal counsel.
- We received several quotes to replace our 27-year old Meeting Room furnace. Quotes range from \$4,500 to over \$7,000 for a new furnace. We do not plan to replace the air conditioner at this time.

Finances:

- As of today, we have \$15,846.08 in checking and \$177,765.55 in savings for a grand total of \$193,611.63.
- As of today, we have arrearages of \$890 involving two owners.
- Trustees discussed our current budget. We have negative balances in several accounts and we will need to defer any unnecessary expenditures until the start of the new calendar year.

Landscaping:

- Trustees reviewed changes and updates to our landscaping bid package. A motion was made and seconded to accept the bid package as changed. Vote: Passed. We will be sending out 2017 bid requests to several landscaping contractors in the near future.
- We have not yet received an invoice for the fall cleanup of the property.

Grounds/Property:

- We received a quote from Northern Tree to correct several tree related issues on the property. We will defer this until January.

- Gutters and downspouts have been cleaned. Now that fall cleanup has been done, a motion was made and seconded to have Tom Stebbins check and repair all downspouts and extensions to insure they are all working properly. Vote: Passed.
- We received a supply of special ice melt and have distributed it to all owners who have new steps. The new steps on the property have all been identified with red reflectors.

Buildings:

- We have received reports of smoke alarms in the common areas going off for short bursts of time. The cause is usually spiders or other bugs attempting to nest in the smoke alarms. We have instructed our cleaning service to vacuum all smoke alarms in the common areas when they clean each month. In the interim, if an alarm goes off for a few seconds, residents can run their vacuum cleaner brush around the alarm and that should fix the problem.
- We received a quote to install new lights in the Meeting Room entrance and the Unit 85-86 common hallway as well as to paint the upper part of the Meeting Room entrance. Trustees agreed to table this until January.
- The entrance sign and new storm/screen door standard projects continue.

Unit Issues:

- Residents continue to place boxes in the recycling dumpsters without first breaking them down. The recycling dumpsters are emptied only every two weeks and we would be billed for extra pickups. **BREAK DOWN YOUR BOXES.** Violators will be fined.
- Unit 9 is still for sale.
- We are still waiting for some absentee owners to provide us with necessary paperwork.

On-Going/Other:

- Trustees reviewed the process of identifying and securing bids from landscaping contractors for the 2017 season.
- We are waiting for legal advice so we can draft changes to our rules and regulations regarding insurance issues.
- We are still planning to possibly update our rules and regulations over the winter. We are also considering creating a resident handbook.
- Laurine is still in process of registering us with MassSave.
- A motion was made and seconded to have an extra recycling dumpster pickup on December 22. Vote: Passed.

There being no further business, the meeting adjourned at 7:45 p.m.

Our next open meeting will be on Tuesday, January 31, 2017, at 6:30 p.m. in the Meeting Room. All residents are invited to attend. There is no open meeting in December.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Keep a can of sand/ice melt near your front door for icy mornings.
2. Check your smoke alarms. Change battery at least once a year. If your smoke alarms are over 10 years old, they need to be replaced NOW. The life of a smoke alarm is 7 – 10 years.
3. Check your furnace. Change filter if necessary and move your junk away from the furnace as it needs air to operate.
4. Review our snow removal procedure, which is included in your rules and regulations so you will know what to do when it snows.
5. Speed bump is gone but speed limit is still 10 MPH on the property. **SLOW DOWN!!!**