

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

November 3, 2020

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, and Rosemary Thompson. There were no other unit owners present.

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 20 meeting. Vote: Passed.

Finances:

- As of today, we have \$26,940.58 in checking and \$166,888.82 in reserves for a grand total of \$193,829.40.
- As of today, we have \$4,615 in arrearages involving five owners. The bulk of that amount is owed by one owner and is in collections.

Snow Removal:

- No new information on berm repairs.
- We are in process of finalizing our snow removal contract for this year.

Landscaping:

- We are meeting with a tree service on November 16.
- This week, plants were trimmed for the second time. Roses, grasses, and other ornamental plants were cut down for the winter.
- Last week, we had some minor repairs done to the irrigation system and the entire irrigation system was shut down for the winter today.

Grounds/Property:

- Work continues on catch basin repairs.
- The light post in front of Unit 43 was replaced and other repairs were done to other light posts last week.
- Chicopee Electric Light is continuing work on upgrades to our electric system.
- We will have outdoor flower containers removed and stored for the winter.

Buildings:

- Al will take care of having the fire extinguisher in the Meeting Room serviced.
- Gutter cleaning should take place before November 15.

Unit Issues:

- A possible roof leak was reported at Building 6. We will have our roofer check it this week.
- Trustees discussed several individual unit issues.


New Business:

- All outdoor decorations and potted plants in the plant beds or on steps need to be removed by November 15.
- Trustees worked on the winter newsletter.

- Trustees began work on a 2021 Budget which needs to be finalized by the end of November.
- Future Meetings: November 17 and December 1.

There being no further business, the meeting adjourned at 8:20p.m. Our next meeting will be on Tuesday, November 17, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Speed limit is still 10 MPH.
2. A container of ice melt will be placed at the mailbox area soon. Plan to fill a small container and place it by your front door so you can spread some on your steps and walks on those icy mornings.
3. ALL PERSONAL PROPERTY MUST BE REMOVED FROM PLANT BEDS AND FRONT STEPS BY November 15 so fall cleanup can be done and in preparation for winter snow removal.
4. Check your copy of our Rules and Regulations and read our snow removal procedure. We will soon need to refer to it.
5. If you have an outside faucet in front or in back of your unit, please shut the water off for the winter. If the water is not shut off, you risk a frozen pipe and a flood in your unit.