

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes February 23, 2016

Present: Karen Burkinshaw, Luann Canedy, Laurine Ferrarini, Richard Lacasse, and Norman Muller. One owner and two soon-to-be-owners were also present.

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

Comments from the floor:

- Two people, who are in the process of purchasing one of our units had questions regarding insurance coverage. Trustees advised them to ask their insurance carrier to coordinate with our master insurance carrier so they can buy proper coverage for their unit. They also brought up issues specific to the unit they are buying.

Q.: My dryer venting needs to be cleaned.

A.: This is an owner maintenance issue that should be done regularly to prevent fires. In the past, the Association has tried unsuccessfully to coordinate this task so a contractor can come in and service several units at one time. Owners can find reputable vent cleaning services in the yellow pages or online. These contractors can also clean heating vents as well.

Q.: People are constantly parking in my numbered parking spots and some vehicles are leaking oil.

A.: Everyone needs to insure their visitors and guests are parked appropriately in either their own parking spots or visitor spots. Numbered parking spots are for the exclusive use of their owner and his/her guests.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the January 26 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the February 9 closed meeting. Vote: Passed.

Notes from February 9 Closed Meeting:

- In January, a large tree behind Building 2 fell into the dingle. A motion was made and seconded to hire Northeast Environmental Solutions to repair damage to the hill caused by the fallen tree. Vote: Passed. Karen will contact Ed Severence to schedule this work as soon as possible in the spring. Ed will also inspect the entire area to determine if any other work needs to be done.

Finances:

- As of today, we have \$17,387.46 in checking and \$159,410.03 in savings for a grand total of \$176,797.49.
- Our 2015 taxes are being prepared and should be ready very shortly.
- Trustees discussed the final budget for the year ending December 31, 2015. We ended the year with a net loss of \$2,656.77. The two primary reasons for this were our unusually high snow removal costs as well as condo fee arrearages.
- As of today, we have arrearages of \$3,433 involving 8 unit owners.

Landscaping:

- We are still waiting for a quote from a prospective landscaper. We also asked for and received clarification of some of the information contained in one of the two quotes we currently have. We expect to make a landscaping decision in March.

Grounds/Property:

- We have contracted for slope repairs behind Building 2 (see information above). Work will be done as soon as weather conditions allow.
- Our search for a new entrance sign continues.
- We are in process of getting quotes and information on having our sewer lines inspected and having our catch basins cleaned.

Snow Removal in February:

- We budgeted \$15,000 for snow removal for the 2016 calendar year. To date, we have spent \$5,650 of this amount. The table below shows work done thus far in February.

DATE	WEATHER - WORK DONE	COST
Feb. 5	We got 4 inches of heavy, wet snow. Contractor did complete cleaning of walks, steps, roads, common areas, and parking spots. Walks, steps, common areas, and roadways were also sanded.	\$1,610
Feb. 8-9	On February 8 we got 4 inches of snow. Roadways were opened the evening of February 8. On February 9 contractor did complete cleaning of walks, steps, roads, common areas, and parking spots. Walks, steps, common areas, and roadways were also sanded.	\$2,010
Feb. 10	By mid-day, we got 2 inches of snow. Extremely cold weather was predicted for the rest of the week. Contractor plowed roadways and shoveled all common areas, walks and steps. Walks, steps, roadways, and common areas were also sanded.	\$1,160
Feb. 16	We got 2 inches of snow followed by freezing rain. Contractor cleaned approximately half the walks and steps before heavy rain started and cleanup stopped. Freezing occurred overnight and on the morning of February 17 contractor sanded walks, steps, common areas, and roadways.	\$560

Buildings:

- Trustees met with a Home Depot representative to discuss front door replacement on Buildings 4 and 11. We are waiting for a quote.
- We need to schedule minor repairs to the rain handlers on Building 1. We also need to replace sections of roof drip edge on the property.
- We are waiting for a quote to reinforce the Unit 82-84 decks.

Unit Issues:

- Units 2, 4, and 14 are still for sale. Unit 3 is currently under contract.

New Business:

- We need to have last year's deck condition report updated.

There being no further business, the meeting adjourned at 8 p.m. Our next open meeting will be on Tuesday, March 22, at 6:30 p.m. in the Meeting Room. All residents are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Make sure the can of sand near your front door is full in case you need to leave early on icy mornings.
2. Smoke/CO2 alarms have a limited life, usually 7 to 10 years. If you detach your alarm from its face plate and read the back of it, you will see either the manufacturing or expiration date. Protect yourself and your neighbors by insuring your alarms are in good operating condition.
3. We still have people who do not break down boxes before depositing them in the recycling dumpster.
4. Slow down when driving on the property. Speed limit is 10 MPH. Speed bumps are coming.