

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

March 24, 2020

Present: Karen Burkinshaw, Rosemary Thompson, and Norman Muller. Richard Lacasse and Al White were present remotely via telephone. There were no other unit owners in attendance.

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

Comments from the Floor: None.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the March 10 meeting. Vote: Passed.

Finances:

- As of today, we have \$28,216.34 in checking and \$205,959.39 in reserves for a grand total of \$234,175.73.
- As of today, we have \$2,329 in arrearages involving five owners. The majority of our arrearages involves one owner and is in collections. We should get an update soon.
- One of our CD's matures on March 27. At that point, we will check on current CD rates and decide how to proceed.
- Trustees discussed the possibility of paying recurring bills online to eliminate check writing. We decided that, at this time, money savings would be minimal and we would lose some of the checks and balances that exist with our current system and that are required by our auditor.

Snow Removal:

- We need to schedule a meeting with our snow removal contractor to look at damage to our grass and determine how to repair the damage.

Landscaping:

- Trustees met recently with a tree person from 16 Acres Garden Center to get advice and suggestions on possible replacement trees in several spots on the property. Our next step is to look at actual trees and make tree choices.
- As a result of very little snow this winter, not much sand has accumulated on grass areas so we will not need to have sand removed from those areas.
- We need to schedule a meeting with Colby, our irrigation person, to talk about upgrades to our irrigation system.
- Earlier this week, we executed our contract with Setter landscaping for this summer. We also finalized some administrative details dealing with providing notice of chemical applications, providing quotes for proposed projects, and billing.

Buildings/Grounds/Property:

- The following projects are in process: Relocation of Building 1 doorbell/intercom system, catch basin repairs, catch basin cleaning, dumpster pad replacement, front and rear doors for Building 4, relining of parking spots, new roofs, and replacement of exterior light sensors. The halt of non-essential work as a result of the Corona Virus has stopped us from moving forward on these projects. We hope to resume work on these items as soon as possible.
- Early on the morning of March 23, the entire property experienced an electrical problem. Chicopee Electric did a great job of correcting the problem and returning power as quickly as possible. Read our upcoming newsletter for more details.

New Business:

- Future Meeting: Tuesday, April 7.
- Trustees discussed the current Corona Virus issue and how it affects us here at Clearview. Owners have always been able to attend meetings and reach us by email or telephone and these avenues continue to be available. If you do not want to attend meetings, you can contact us by email (clearviewheights@aol.com) or telephone (413-493-8540). We make every effort to respond promptly.

Unit Issues:

- Trustees discussed and took appropriate action on several individual unit issues.

There being no further business, the meeting adjourned at 8:10 p.m. Our next meeting will be on Tuesday, April 7, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

If you walked into your unit and heard your smoke alarm chirping, or heard water running would you know what to do? If your security system started sounding off in the middle of the night would you know how to shut it off? As a unit owner, you are responsible for everything within your unit and you should know how to do the following:

1. Change furnace filter.
2. Change smoke/co2 alarm batteries and determine the age of the alarms (they have a useful life of about 7 – 10 years).
3. Locate your main water shut-off and shut off all water to your unit.
4. Shut off water and power to your water heater.
5. Locate your electricity breaker box and reset a popped breaker.
6. Locate the main shutoff for your security system. Locate the battery in your security system and replace it when necessary.
7. Locate and shut off the water supply to your refrigerator's ice maker.

As a result of the current Corona Virus problem, many people have a lot of free time. Use this time to explore your unit and get answers to the above questions.