

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

March 25, 2014

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Linda McClay, and Norman Muller. There were no other unit owners in attendance.

Ms. Burkinshaw called the meeting to order at 6:34 p.m.

Comments from the floor: None.

Meeting Minutes:

- A motion was made and seconded to approve the minutes of the February 25 open meeting. Vote: Passed.
- A motion was made and seconded to approve the minutes of the March 11 closed meeting. Vote: Passed.

Notes from March 11 Closed Meeting:

- We received and paid the bill to have Nawrocki remove our snow mountains. The total cost for his services after the two large snow storms was \$1,050.
- A motion was made and seconded to hire Tom Stebbins to continue work in the Meeting Room kitchen, consisting of installing base cabinets, counter top, sink, faucet, etc., at a labor cost of \$500. Vote: Passed. We will provide the materials.

Mailbox Structure:

- Trustees discussed details of the proposed structure. Two owners provided suggestions: make sure the outgoing mail slot is large enough to accommodate large envelopes and packages and any posts/pillars on the proposed building should be round to match all the other pillars/posts on the property.
- If we need to pour a new concrete slab for the mailbox structure, it would make sense to also replace some of the broken sidewalk areas on the property at the same time.
- All this information will be forwarded to our architect to be incorporated into the final plans.

Finances:

- As of today, we have \$21,807.41 in checking and \$187,653.15 in savings for a grand total of \$209,460.56.
- We just received our first water bill for this year in the amount of \$8,707.04.
- As of today, we have arrearages totaling \$1,521 involving nine owners.
- As of today, 29 owners have paid their entire assessment and 37 owners have not begun to pay their assessment. Others are paying in monthly installments. The entire assessment must be paid in full by October 15, 2014.

Grounds/Property:

- Trustees received a total of six bids for landscaping services for this year. We broke the proposals down this year into two parts: Lawn care and plant/plant bed care and each of the six companies returned bids on each of the two areas. Some companies had worked here in the past and others were new to our property. Trustees discussed each bid at length.
- A motion was made and seconded to award the Lawn Care/Grounds Maintenance bid to Evolution Earthscapes at the rates they quoted. Vote: Passed.

- A motion was made and seconded to award the Plant/Plant Bed Maintenance bid to Evolution Earthscapes at the rates they quoted. Vote: Passed.
- Trustees will schedule a meeting with Evolution Earthscapes owner Chris Dygon as soon as possible to walk the property and go over details, expectations, etc.

Buildings:

- We received three quotes to reside Building 1 and have spent considerable time fine-tuning the details of the work to be done. A motion was made and seconded to hire Energy Savers of America to reside Building 1 at a cost of \$43,643.16. Vote: Passed. Karen will notify them and coordinate the scheduling of this job. Residents of Building 1 will be given advance notice when we receive a starting date.
- Trustees were informed about a roof leak in Building 4 under one of the fake dormers. This has happened several times in the past few years. We will contact professional roofers to look at the problem and give us options.
- Trustees will do additional research on Rain Handlers as a possible alternative to gutters and downspouts on many of our buildings.
- We are still waiting for prices for new doorbell/intercom systems for Building 4.
- We are meeting with another carpet cleaning firm next week to get prices to have carpets in common areas cleaned.
- We are starting to look at another deck replacement project this summer and we will first look into the availability of the saddle tan Trex that we have been using so far.


On-Going/Other:

- Trustees discussed a slight change in procedures for paying contractors that we hire. Our goal is to make payments on a timely basis with the least inconvenience to Trustees.

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

Our next open meeting will be held on Tuesday, April 29, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,


Norman Muller
Vice President

Reminders:

1. Some people are failing to close dumpster doors after they make their deposit. This often causes trash to be blown around the property.
2. Deadline for paying your hill erosion assessment is October 15. Details of this assessment were provided in our last newsletter which you received in November 2013.
3. Conserve water. Our water bills increase every year.