

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
March 31, 2015

Present: Karen Burkinshaw, Brian Gauthier, Richard Lacasse, Linda McClay, Norman Muller, and two unit owners.

Ms. Burkinshaw called the meeting to order at 6:40 p.m.

Comments from the Floor: None

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the February 24 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the March 10 closed meeting. Vote: Passed.

Notes from March 10 Closed Meeting:

- Melting snow and a blocked floor drain in the stairwell caused flooding to the floor at the rear of the Meeting Room. The floor will need to be repaired.
- Our entrance sign was badly damaged when someone ran into it with their vehicle in early January and repairing it would not be practical. We need to start looking at designs and prices for a new sign.

Finances:

- As of today, we have \$11,409.05 in checking and \$173,876.06 in savings for a grand total of \$185,285.11.
- Our latest water bill, which covers the period from November 2014 to early March 2015, is \$9,803.86. The actual cost of the water is \$3,593.52; the sewer charge is \$6,187.04. Since the irrigation system is not used during the winter, the entire bill was for water use by residents.
- We requested and received an extension for filing our tax returns.
- As of today, we have \$2,657.40 in arrearages involving 11 owners.

Snow Issues:

- Our snow budget for calendar year 2015 is \$15,000. To date, we have spent almost \$20,000 on snow removal. It is possible that we could incur more snow removal expenses before December 31, 2015.
- We may need to consider an assessment to cover the shortfall in the snow removal account.
- Two residents, who were fined for not moving their vehicles during cleanup of the last snowstorm, requested their fines be waived. After much discussion, Trustees decided to uphold the fines.
- Over the winter, some of our asphalt berms have been damaged. Once the snow is gone, we will get prices for repairs to the berms.

Lawn Care:

- Trustees awarded a contract to Evolution Earthscapes for lawn care and to Gleason and Johndrow for plant/plant bed care. Work will begin as soon as the snow melts.
- Trustees are looking to see how we could add water taps to our irrigation system so water used outside would not incur sewer charges.

Buildings:

- We will contact electrician, Richard Bingle to have him inspect the A/C disconnect boxes on the property.
- We have several deck projects that still need to be done and we will be getting prices for the work.
- We will get quotes to replace the front steps at Units 11, 12, 13, and 14.
- The steps at Units 9 and 10 are pitted. Trustees need to look further into this issue.

Grounds:

- We need to start considering a design for our entrance sign.

- We recently had a sewer blockage behind Building 10 that may have been caused by tree roots growing into the sewer pipe. A motion was made and seconded to hire 4 Seasons Property Maintenance to run a camera in the sewer lines of Buildings 8, 9, and 10 as well as the floor drain in the back stairs of the Meeting Room to check their condition. Vote: Passed.
- We will get a quote for gutter and downspout cleaning from 4 Seasons Property Maintenance.
- A motion was made and seconded to contact Mr. Sealgood to get a price for asphalt crack repairs on the property. Vote: Passed.
- Some of our sidewalks are in poor condition. We need to start gathering information on replacing sections of sidewalks.
- A motion was made and seconded to get quotes from Mass Tree to remove vines from trees around the perimeter of the property, to remove the roots from the dead arbor vitae plant behind Unit 47, and to remove dead trees and their roots from the front of Units 26 and 35. Vote: Passed.

Other:

- Richard has applied for abatements of the late charges on our last water bill. We paid the bill on time but the payment was posted late because of a delay caused by one of the snowstorms.

Old Business:

- We need to check the condition of the downspout extensions behind Buildings 3, 4, and 5. They are almost 26 years old and may need to be replaced to prevent erosion problems behind those buildings.

There being no further business, the meeting adjourned at 7:50 p.m.

Our next open meeting will be on Tuesday, April 28, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Have you checked your furnace filter recently? Now is a good time to change it.
2. Are your smoke/carbon monoxide alarms working properly? Check them and also change the battery, if necessary.
3. Drain the sediment from your water heater. A layer of sediment in the tank makes it work harder.
4. Do NOT toss out the can of sand by your front door. We could still get icy mornings. A sprinkle of sand on your steps and walk could prevent a nasty fall.
5. Spring-cleaning time: Break down boxes before placing them in the dumpster. Take old furniture and other large items to the landfill. Do NOT throw them in the dumpster.