

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
April 25, 2017

Present: Karen Burkinshaw, Luann Canedy, Laurine Ferrarini, Richard Lacasse, Norman Muller and one unit owner.

Ms. Burkinshaw called the closed meeting to order at 6:36 p.m.

Comments from the Floor: None.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the March 28 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the April 11 closed meeting. Vote: Passed.

Notes from April 11 Closed Meeting:

- Trustees discussed replacing plantings in front of Building 1 as well as adding new plantings to the triangle area.
- Light posts in front of Unit 35 and to the right of the mailbox area will be replaced this week.
- We received a quote to replace the first floor decks on Building 1. A motion was made and seconded to accept a quote from Tom Stebbins to replace the four first-floor decks including new joist hangers at a cost of \$9,200. Vote: Passed.
- A motion was made and seconded to hire Tom Stebbins to do a list of small projects including some work in the Meeting Room. Vote: Passed.
- Trustees discussed relining and renumbering parking spots as well as relocating some of the visitor spots. No action was taken at this time.

Finances:

- As of today, we have \$17,681.70 in checking and \$175,799.55 in savings for a grand total of \$193,481.25.
- As of today, we have \$720 in arrears involving 5 owners.

Landscaping:

- We met with our landscaper and he is ready to start the spring cleanup as soon as the weather is better.
- A motion was made to hire Mass Tree to cut down the bamboo behind the perimeter fence and apply appropriate chemicals to the area as well as cut any vines growing around the trees. Vote: Passed. The areas behind Buildings 2 to 5 would be affected.
- Trustees discussed new plantings for the front of Building 1 and a portion of Building 2 as well as the triangle area.
- A motion was made and seconded to approve purchase of 5 plants at a cost of \$177.55. Vote: Passed.
- A motion was made and seconded to purchase 8 arbor vitae plants for the triangle area at a cost not to exceed \$300. Vote: Passed.

Grounds/Property:

- Columbia Gas will be doing repair work behind Building 3 this week.
- A dozen new flags have been purchased to replace some that are worn. These are placed on all lamp posts at various times of the year.
- Karen will ask Fairview Fence to inspect our perimeter fence line and make recommendations.
- We will have the waste lines servicing Buildings 1, 2, and 3 inspected and cleaned. Norman will schedule.

- Trustees discussed sidewalk replacement as well as berm replacement. We need to gather additional information before making any decisions.
- The entrance sign project continues.
- Our first pest control application will be done soon.
- Our scheduled walk of the property was cancelled due to bad weather. We need to reschedule.

Buildings:

- The Unit 5-8 front hallway is due to be painted the week of May 8.
- A new front door for Units 83-84 has been ordered. As soon as it arrived, installation will be scheduled.
- We are still working on a screen/storm door standard.
- Gutter and downspout cleaning will be done later this spring. Some minor downspout repairs will be done soon.
- Work continues on the Meeting Room. We received two quotes to complete woodwork in the kitchen area but each quote was based on different specifications. The quotes will need to be redone.
- We received a quote of \$873 to clean and seal the Meeting Room floor.

Unit Issues:

- Unit 33 has been sold. The new owner has moved in.
- Trustees discussed a new intercom/buzzer system for Units 83-86. We received information from four contractors and have narrowed the field to two. We plan to have this project done as soon as the Unit 83-84 front door is installed.

On-Going/Other:

- Discussions continue about our new insurance rules.
- Luann is continuing work on a resident handbook.
- Laurine is working to get us registered with MassSave.

Old Business:

- Trustees discussed a surround for the small dumpster area.

New Business:

- We would like to create more visitor parking and are looking at several alternatives.
- A motion was made and seconded to install our speed bump. Vote: Passed.
- This year, our Annual Meeting will be on Tuesday, July 25. More information will follow.

There being no further business, the meeting adjourned at 8:40 p.m.

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

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Have you checked/changed your furnace filter lately? Very soon, you will be starting your air conditioner.
2. Have you replaced the batteries in your smoke alarms this year? Are your smoke alarms still good? They have a useful life of 7-10 years. The date of manufacture is usually located on the back of the alarm.
3. Now is the time to clear out all the winter clutter on your deck and basement-level patio.
4. If you kept your snow shovel in the plant beds or on your front steps all winter, now is the time to retire it to your basement.