

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

April 26, 2016

Present: Karen Burkinshaw, Laurine Ferrarini, Richard Lacasse, Norman Muller, and four unit owners.

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

Comments from the Floor:

Q.: Are there any plans to paint front doors this year?

A.: We will look at front doors to assess their condition.

Q.: The sidewalk in front of Building 8 is in poor condition and has trip hazards.

A.: We are waiting for a report on the condition of our walks and recommendations on which walks should be replaced this year.

Q.: Some residents allow their guests to park in other owner's parking spaces. They need to be notified and fined.

A.: Offenders will be dealt with.

Q.: Are Trustees planning to attend the New England Condo Expo and will they charge the Association for their attendance? According to our bylaws, Trustees should not be paid for their work.

A.: Some Trustees may attend and, if they do, they would probably request reimbursement from the Association for their gas and tolls. We previously checked with an attorney and reimbursement for gas and tolls is NOT the same as receiving pay for one's time and work.

Q.: My deck is very hot and sunny. Can I install shades or awnings on my deck?

A.: If you can provide us with information including method of installation, colors, etc., that would help us make a decision.

Q.: Someone backed into the front of my vehicle while it was parked on the property.

A.: We have no way of monitoring everything that happens on the property.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the March 22 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the April 12 closed meeting. Vote: Passed.

Notes from April 12 Closed Meeting:

- A motion was made and seconded to increase our employee dishonesty policy coverage to \$225,000, which would increase our yearly premium, by \$45. Vote: Passed.
- Trustees discussed whether to remove or prune the four crabapple trees between Buildings 6 and 7. We could not reach a consensus and decided to table the issue until fall.
- A motion was made and seconded to hire Mass Tree to remove three pine trees in the triangle area at a cost of \$150 each. Vote: Passed. The trees are in very poor condition and could cause considerable damage if they fell.
- New parts have been ordered to replace the light on the island in front of Unit 75. A motion was made and seconded to have Chris Labonte install the new light post as soon as the new parts arrive. Vote: Passed.
- Slope repair work behind Unit 16 will be done the week of April 25. A large tree fell into the dingle over the winter and caused some damage to the slope.

- Trustees discussed having a “cleanup day” on the property. A motion was made and seconded to implement a cleanup day on Saturday May 14, between 10 a.m. and 2 p.m. Vote: Passed. Luann will coordinate this and details will follow.

Finances:

- As of today, we have \$19,425.82 in checking and \$166,829.26 in savings for a grand total of \$186,255.08.
- We just paid our most recent quarterly water bill which totaled almost \$14,000. So far this year, we have paid \$25,446.97 for water and sewerage.
- We currently have \$2,352 in arrearages involving six owners.

Landscaping:

- Laurine has ordered irrigation box covers to replace some of the broken ones on the property. They should be delivered soon.
- We received a second quote to remove the three damaged pine trees in the triangle area. Since it was much higher than the first quote, we will now schedule the work with Mass Tree.
- Trustees discussed the problem of lights at the entrance being obscured by the arbor vitae bushes. We are looking into possible alternative solutions to this problem.
- Some residents like to work on the plant beds in front of their units while many others would prefer not to be involved. A motion was made and seconded to have the landscapers weed **all** areas of the property this year. Vote: Passed. Once plants are placed into the ground, they become the property and responsibility of the Association.

Grounds/Property:

- A timetable has been set up to complete all the grounds maintenance tasks that need to be done including starting the irrigation system, weeding, mulching, sweeping, etc.
- We will schedule a fence contractor to inspect our perimeter fence and make recommendations about any repairs that need to be done.
- Slope repairs behind Unit 16 are scheduled for later this week.
- Catch basins will be cleaned soon.
- Once the roadways have been swept, we will have a speed bump installed somewhere on the property.

Buildings:

- Smoke alarms have been replaced in the common hallways of Building 1 and are now fully operational.
- The rain handlers on the back of Building 1 were not installed correctly and need to be adjusted.
- We seem to have an ongoing problem of moss growing on the charmstone on the front of Building 8. We will continue to pursue a solution to this issue.
- Work is in progress to reinforce and stabilize the decks on Units 82, 83, and 84.

Unit Issues:

- The sale of Unit 2 will be completed this week.
- Unit 63 is currently for sale.
- All front steps on the property have been inspected and two sets of steps have non-structural cosmetic issues. We are looking for precast step contractors.

On-Going/Other:

- Now that the weather is better, we will be able to schedule some of the maintenance projects that have been planned for this year.
- Water usage is an ongoing concern. According to our recent bills, usage is up despite having at least three empty units during the last few months. We had the meter re-read to insure the reading was accurate and nothing changed. Our water meter was changed two years ago and we were told we could ask to have the meter checked for proper operation but it would be at our expense. Having the meter replaced would also be at our expense. We will continue to look into this issue.

New Business:

- We will be sending out notices about the May 14 Cleanup Day as well as other important information to all residents. Please read this material when you receive it.
- Some residents are using their decks/patio pads for storage. Removing unwanted items from these areas should be a part of Cleanup Day.

There being no further business, the meeting adjourned at 8:30 p.m. Our next open meeting will be on Tuesday, May 31, at 6:30 p.m. in the Meeting Room. All residents are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Some people continuously litter the entrance of our property with coffee cups and other trash. Recently, someone deposited a large bucket of rotting garbage behind one of the buildings. This is OUR community and everyone should take pride in its appearance.
2. Cleanup Day is May 14. You will soon receive details. Please read the materials we send you.
3. You need to ask permission before you plant perennial plants. You do not need to ask permission to plant annuals in the flower beds. Once anything is planted in the ground, it becomes the property of the Association.