

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

May 27, 2014

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

Ms. Burkinshaw called the meeting to order at 6:35 p.m.

Comments from the Floor:

- The unit owner reported water entering a corner of her cellar during heavy rains. It appears water is entering between the foundation and sill plate. We will have Tom Stebbins look at this area and correct the problem.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the April 29 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the May 13 closed meeting. Vote: Passed.

Finances:

- As of today, we have \$15,397.22 in checking and \$135,383.86 in savings for a grand total of \$150,781.08.
- Trustees reviewed the financial reports for the calendar year ending December 31, 2013.
- As of today, we have arrearages of \$1,731 involving nine owners.
- As of today, 32 owners have paid 100% of their assessment and 33 owners have not yet begun to pay their assessment. The other 21 owners are paying in monthly installments.

Status of New Mailbox Structure:

- Two weeks ago, some Trustees met with Tom Stebbins to finalize plans for the new mailbox structure. One notable change from the original drawings is the elimination of the two posts which are purely decorative. That one change will save us several hundred dollars.
- A motion was made and seconded to accept the modified mailbox structure plan as described. Vote: Passed.
- A motion was made and seconded to accept Tom Stebbins proposal for the structure and award him the contract to build it. Vote: Passed.

Building 1 Residing Project:

- The project is complete, including the items on the final punch list.
- Rain Handlers and doorbrellas have been installed on the rear of the building.
- All the old, defective air conditioner breaker boxes have been replaced. Owners will be billed for the cost to have them replaced.
- We are waiting for quotes to repaint the four doors to the building.
- We are waiting for a quote to replace the four first floor deck floors with Trex.

Unit Issues:

- Trustees discussed the condition of the walks in front of Building 2.
- An owner in Building 8 requested permission to lower the privacy wall of her deck. A motion was made and seconded to approve. Vote: Failed. It would appear a few owners in the triangle area have lowered their privacy walls without permission.

Grounds/Property:

- The Building 7 deck project is almost complete and should be finished by the end of this week.
- A motion was made and seconded to approve the tree trimming proposal submitted by Mass. Tree. Vote: Passed. Norman will schedule this.
- The irrigation system is not completely operational at this time. Some repairs have already been done.
- We will ask Tom Stebbins to remove the dead arbor vitae located behind Unit 47.

- A motion was made to install LED light bulbs in all the common door light fixtures of Buildings 1, 4, and 11 and reimburse Karen for the cost of these bulbs. Vote: Passed. The bulbs were purchased at the Condo Expo at a cost of \$3 each.
- We are waiting for a proposal to replace the faulty light over the main dumpster area.
- The paint on our entrance sign was touched up in a few spots that had deteriorated over winter.
- American Pest did not complete the pest spraying as their equipment failed before the job was done. Norman will call to reschedule.
- We are looking into a rodent control program for the property.

Buildings:

- We need to complete the Rain Handler installation on the back of Building 2.
- We briefly reviewed and updated Tom Stebbins' To Do List.
- The Building 4 doorbell/intercom system replacement has been completed.
- A motion was made and seconded to hire Longo Carpet Cleaning to clean the carpets in the front halls and stairs of Buildings 1, 4, and 11 at a cost not to exceed \$350. Vote: Passed. Norman will schedule.

New Business:

- A motion was made and seconded to reimburse Karen for travel expenses to attend the Condo Expo in Boston. Vote: Passed.
- Karen gave the Trustees a brief summary of the sessions she attended at the Condo Expo.
- Trustees are beginning to plan for this year's ANNUAL MEETING which will be held on Tuesday, July 29 in our Meeting Room. Unit owners should mark their calendars now and plan to attend.
- Trustees discussed the deteriorated and dangerous condition of many of the air conditioner breaker boxes on the property. This issue needs to be addressed before we have a major problem or even a fire on the property.

There being no further business, the meeting adjourned at 9:15 p.m.

Our next open meeting will be on Tuesday, June 24, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Hot weather is on the way. Have you tried out your air conditioner to be sure it works?
2. You live in a condo—not a four-star hotel. You are responsible for the maintenance and upkeep of everything within the four walls of your unit including the heating/air conditioning equipment, doors and windows, plumbing, wiring, smoke alarms, dryer vent hose, etc. You are also responsible for the outside parts of your air conditioning system, including the breaker box mounted on the wall over the unit and the electrical outlets located on your deck and patio.