

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
May 4, 2021

Present: Karen Burkinshaw, Don Dominique, Richard Lacasse, Norman Muller, Rosemary Thompson (who attended remotely), and one unit owner.

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

Comments from the Floor: None.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the April 20 meeting. Vote: Passed.

Finances:

- As of today, we have \$8,784.17 in checking and \$146,958.87 in reserves for a grand total of \$155,743.04.
- It is too early in the month to report on arrearages.
- We received and reviewed an audit report from our accountant.
- We reviewed our year-to-date expenses against our 2021 Budget.

Snow Removal:

- Berm damage is set to be repaired later this month, weather permitting.
- Our ice melt spreader is being cleaned and conditioned.

Landscaping:

- Oak trees at the entrance and behind Buildings 8, 9, and 10 were trimmed last week. Two overgrown arborvitaes were removed from behind Unit 68 at the same time.
- We need to address the issue of the raised sewer access cover behind Unit 68. This poses a trip hazard at this time.
- Trustees met with Marc from Setter Landscaping last week to discuss landscaping issues.
- Trustees discussed the rate we were quoted to weed the plant beds as well as alternatives. We will have a conversation with Marc about this.
- Trustees met with Jonathan of Mass Tree to look at a few small landscaping projects.
- Our irrigation system will be started up later this month.

Grounds/Property:

- The catch basin at Unit 75 will be raised later this month.
- We have contacted Fairview Fence to inspect our perimeter fence line and make necessary repairs.
- A new street sign has been installed at our entrance. Thank you, Don.
- A motion was made and seconded to hire Mass Tree to remove trash from behind the large dumpster area. Vote: Passed.

Buildings:

- Our insurance carrier has determined that they are not responsible for the cost of repairs to the Unit 46 waste line. That repair cost us about \$14,500 which is almost one half of our yearly maintenance budget. If we were to experience another major repair this year, we would be forced to consider levying an assessment to pay for it.

- We are still waiting for the new steps for Units 45-46. Once they have been installed, we will have the railings reinstalled.
- We had Tom Stebbins inspect a small crack in the Building 1 foundation. It poses no immediate problem and will be dealt with later.
- One of the aluminum railings at Unit 53 is broken and we have contacted Custom Railing to handle repairs.
- A roof leak at Building 2 has been patched. We will have that roof inspected to determine a course of action.

Unit Issues:

- Trustees discussed several unit issues.
- A motion was made and seconded to have new plants installed behind Unit 68 to replace the arbor vitae that were removed. Vote: Passed.
- Two residents reported seeing ants. We are in the process of arranging for our yearly applications of insect spray.
- Don walked the property and did an inspection of all the dryer vents. Some residents' dryer vents are blocked with lint. THIS IS A SERIOUS FIRE HAZARD. We will be notifying the owners who need to address this issue.

Old Business:

- We are scheduling a welcome meeting on May 19 at 6 p.m. for new owners who were not able to attend last month's meeting.

New Business:

- Future meetings: May 18 and June 1.

There being no further business, the meeting adjourned at 8:55 p.m. Our next meeting will be on Tuesday, May 18 at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

Reminders:

1. Speed limit on the property is 10 MPH. SLOW DOWN!!!
2. Clogged dryer venting wastes energy, makes the machine work harder, and presents a serious threat of a flash fire. Check your venting and clean it or hire someone to do it. Most duct cleaning companies will do this for a reasonable charge. Also, plastic vent hoses are now illegal and need to be replaced with metal vent hose.
3. Warm weather is coming. Is your air conditioner ready?
4. Please do not put *anything* in the plant beds until they have been cleaned, weeded, and mulched. Check this spot for future information on this.