

# CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

## Meeting Minutes

July 25, 2017

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

Ms. Burkinshaw called the meeting to order at 8:35 p.m.

### Organization of Board of Trustees:

Following the Annual Meeting, the Trustees discussed duties for the coming year and agreed to assume the following positions:

Karen Burkinshaw – President  
Norman Muller – Vice President/Clerk  
Richard Lacasse – Treasurer/Webmaster  
Luann Canedy – Trustee  
Laurine Ferrarini – Trustee

- A motion was made and seconded to appoint Al White as Assistant to the Board. Vote: Passed. Lisa Kelliher was offered an appointment as Assistant to the Board but declined and indicated she would prefer to be on a welcome committee.

### Meeting Minutes:

- A motion was made and seconded to accept the minutes of the June 27 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the July 11 closed meeting. Vote: Passed.

### Notes from July 11 Closed Meeting:

- A motion was made and seconded to hire Mass Tree to remove a small tree beside Building 1 and several large branches in trees behind Buildings 2 and 3 at a cost of \$1,400. Vote: Passed.
- We received a slider reimbursement request from a unit owner and returned it because of insufficient documentation. The invoice must clearly state that a slider was installed, including brand and model number.
- We will bill the person who destroyed the plantings in front of Building 1 \$50 for the cost of new plants.
- A motion was made and seconded to hire the law firm of Marcus, Errico, Emmer and Brooks, P.C., to draft an insurance resolution to better dovetail our master insurance policy with individual unit insurance policies a cost of \$475. Vote: Passed.

### Finances:

- As of today, we have \$11,312.16 in checking and \$187,594.56 in savings for a grand total of \$198,906.72.
- As of today, we have arrearages of \$254 involving two unit owners.

### Landscaping:

- Work continues. The irrigation system is running well at this time.
- In mid-August, some plants will be trimmed and some will not. Other plants will receive structural pruning as necessary.

### Grounds/Property:

- Fence repairs are in progress. The large dumpster gate was repaired this week.
- Building 1, 2, and 3 sewer lines will be cleaned this week.
- We received a quote from Set-In-Concrete to replace sidewalks and aprons in front of Building 3, replace the cellar patio pad behind Unit 16, seal the sidewalks in front of Buildings 5 and 8, and replace selected berms on the property for a total of \$20,000. After much discussion, a motion was made and seconded to accept this quote and have the work done. Vote: Passed. Karen will notify Tim Sirard, the owner.
- There are no further updates at this time on the hill remediation project.
- Tree limbs behind Buildings 2 and 3 were removed today.
- Asphalt crack repair is temporarily on hold.

- As a result of the new grill law and related discussion at the Annual Meeting, a committee will be formed to research the exact details of the law and make recommendations to the Board on how we can deal with it on the property. Luann Canedy and Rosemary Thompson have volunteered to be on the committee and we would need at least two additional people to serve. Anyone who is interested should contact the Board of Trustees as soon as possible.

#### Buildings:

- The painting of the Units 5-8 common hallway still needs to be completed.
- The Unit 1-4 front door lock has been re-keyed.
- We need to get a price from Tom to replace the Building 5 ridge vent.
- We are still waiting for Energy Savers to inspect the Building 7 roof and remove tar stains from decks.
- Norman will contact Mr. Gutter to get prices to have large downspouts installed on the front of Building 7.
- Some of the outdoor spigots can be repaired but others need to be changed. We will need to hire a plumber to change the faulty spigots.
- We are waiting for a price to add a pressure-reduction valve to the irrigation system as well as inspect the pressure-reduction valves in all 11 buildings. They were installed many years ago and may need to be replaced.
- Sagging siding in front of Building 7 has been repaired.
- We are still waiting for Ron Pelc to finish installing the Unit 83-84 front door trim.
- We are waiting for Mr. Pelc to provide us with storm door information and prices.
- We will consider repainting some common hallways later in the year if the budget allows.

#### Unit Issues:

- We received two slider replacement requests.
- A cellar slider pane of glass was shattered when a rock propelled by a lawnmower hit it. Our landscaper has accepted responsibility for the cost of the glass.
- Unit 26 rear steps have been completed.
- Two unit owners have complained about ants. Our pest control company, Braman Pest Control, has indicated that the recent wet weather is responsible and they applied additional chemicals to the exterior of the units. If you have ants in your unit, you should either use a spray or ant cups which are available at any hardware store.
- We are still working on the Mass Save energy program. They will make a site visit in a few weeks.

#### New Business:

- We need to look into lighting sensors or other methods to control lights in common hallways.
- The idea of a Welcome Committee was brought up at our Annual Meeting. Lisa Kelliher, Rosemary Thompson, and Joyce Lincourt have volunteered to be on this committee. We will discuss this issue further at our next meeting.

There being no further business, the meeting adjourned at 10:05 p.m.

Our next open meeting will be on Tuesday, August 29, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,

  
Norman Muller  
Vice President

#### Reminders:

1. SLOW DOWN when driving on the property. Speed limit is 10 MPH.
2. Be very careful when using your gas grill. Keep it away from flammable surfaces. NEVER carry or store propane tanks inside the building.
3. Check your dryer vent. If you see a lot of lint around the outside vent opening, it is time to clean the entire vent and also replace it if it is made of plastic.
4. You live in a condo—not a hotel. You still have certain maintenance responsibilities inside your unit.