

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION

Meeting Minutes

July 27, 2021

Present: Karen Burkinshaw, Don Dominique, Richard Lacasse, Norman Muller, Rosemary Thompson, and 4 unit owners.

Ms. Burkinshaw called the meeting to order at 6:55 p.m.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the July 13 meeting. Vote: Passed.

Board of Trustees:

A motion was made and seconded that the Trustees remain in the Board positions they currently occupy. Vote: Passed.

The composition of the Board is:

President:	Karen Burkinshaw
Vice President/Clerk:	Norman Muller
Treasurer/Webmaster:	Richard Lacasse
Member at Large:	Don Dominique
Member at Large:	Rosemary Thompson

Finances:

- As of today, we have \$10,009.93 in checking and \$153,928.34 in reserves for a grand total of \$163,938.27.
- As of today, we have \$7,430 in arrearages involving three owners. Due to the recent death of two owners, 2 units owe a combined amount of \$7,420. Both of these outstanding amounts will be resolved in Probate Court. The remaining amount in arrears involves one owner who owes us \$10.

Landscaping:

- Don and Rosemary recently completed an inventory of plants on the property. We have approximately 993 plants and about 15 dead plants.

Grounds/Property:

- Braman did our second pest control application on July 15.
- Mike Theroux still needs to raise the catch basin in front of Unit 75.
- Repairs to our perimeter fence have been completed.
- The bread (bird feeding) issue at Building 7 appears to be resolved. We will continue to monitor the situation.

Buildings:

- Gutters/downspouts have been cleaned. We still have a couple of downspout issues to deal with.
- A hand-rail in the Unit 5-8 common hallway has been repaired.
- Deck repairs have begun on the Unit 67 deck.
- The Unit 38 water leak has been addressed.
- Some of the Building 5 shutters are in poor condition and need to be replaced.
- Current plan is to repair the Unit 3 cellar wall crack in the fall.

- Monthly cleaning of common hallways has resumed.
- A motion was made and seconded by email on July 19 to hire Tom Stebbins to repair roof flashing on Buildings 3, 5, and 8. Vote: Passed.
- The Building 2 and 5 roofs will need to be replaced. We are looking into various issues and options related to this project.
- New front step railings for Units 38-39 are on order.
- We received one quote to replace the rear Building 6 gutter. We will get other quotes.
- New dusk-to-dawn lights were installed at both rear entrances to Building 1.
- We have made changes in the slider replacement policy that will become effective on August 1, 2021.

Unit Issues:

- Trustees discussed several unit issues.

New Business:

- We will look into modifying our current master insurance policy deductible before it renews in January.
- Future Meetings: August 10 and August 24.

There being no further business, the meeting adjourned at 8:10 p.m. Our next meeting will be on Tuesday, August 10 at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President

REMINDERS:

1. If you see a problem/issue on the property, please report it to us as soon as possible. Do NOT assume someone else will report it. If it involves illegal activity, call the police first, and then report it to us.
2. Do not feed the birds/animals/wildlife on the property.
3. Keep your front door light on at night for security and for the safety of people walking on the property after dark.
4. Read the materials we send you.
5. Lock your vehicles and do not leave valuables in view.
6. We are a small, close-knit community. Be kind, friendly, and helpful and people *might* be kind, friendly, and helpful to you.