

CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION
Meeting Minutes
July 31, 2018

Present: Karen Burkinshaw, Richard Lacasse, Norman Muller, Rosemary Thompson, and Al White.

Ms. Burkinshaw called the meeting to order at 8:40 p.m.

Ms. Burkinshaw welcomed new Trustees Rosemary and Al and reminded Trustees that we have a fiduciary responsibility to all 86 owners. We need to treat everyone equally and we should avoid discussing condo business outside of meetings.

Board Organization: Trustees discussed positions and duties and agreed to the following organization:

President: Karen Burkinshaw
Vice President/Clerk: Norman Muller
Treasurer/Webmaster: Richard Lacasse
Trustee at Large: Rosemary Thompson
Trustee at Large: Al White

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the July 17 meeting. Vote: Passed.

Finances:

- As of today, we have \$23,093.92 in checking and \$186,285.84 in savings for a grand total of \$209,379.76.
- As of today, we have arrearages of \$542 involving 3 owners.
- Financial review is still in progress.

Welcome & Social Committee: No report.

Profiles: To date, 62 profiles have been turned in. Deadline is August 10.

Landscaping:

- Pruning of all plantings was completed.
- Grub control will be done shortly.
- We still have a mole issue on the property, especially behind Building 5.
- No current problems with the irrigation system.
- Don Dominique recently trimmed the three weeping figs on the property.
- We need to get prices to have the catch basin behind Building 5 scoped to see where it goes. We would also like to have the downspout extensions in that area scoped to assess the condition of the pipes.

Grounds/Property:

- We need to add trench drains in the walks in front of Building 5.
- All four electrical transformers on the property have been painted.
- We still need to trim trees on the brickyard side of the fence behind Buildings 6 and 7. We need to get prices from tree companies that have a lift.

- We have received a quote of \$10,000 to replace the cement pad in the large dumpster area. We have no plans to undertake this project this year but we do plan to address the trip hazard.

Buildings:

- We are still getting information and prices to do Building 5 foundation repairs.
- The new Unit 85-86 front door still needs to be painted.
- We will address any Unit 5-8 front hallway repairs after a new tenant moves in in September.
- New exterior lights need to be installed on Building 4.
- Trustees discussed pressure washing of buildings and decks. Rosemary will get prices for this.
- We received four quotes to replace the Building 4 gutters and downspouts ranging from \$4,068 to over \$10,000. We will consider this issue at our next meeting.
- Deck spindles were replaced at Unit 12 following a pre-sale inspection of that unit.
- We are close to finishing Meeting Room repairs. Doors still need to be painted and the floor needs to be cleaned.

Unit Issues:

- Unit 9-10 front steps need to be replaced.
- The front corner downspout at Unit 9 was redone incorrectly and will need to be redone.
- The downspout in front of Unit 10 needs to be reattached.
- Unit 12 deck spindles have been replaced.
- We need to replace the downspout on the front corner of Unit 16 with a larger one.
- We still have an open issue with the cellar floor of Unit 37.
- We need to finish the outside faucet issue at Unit 41.
- The new owners of Unit 60 are having difficulty getting cable service because of issues with the cable wiring in the unit.

On-Going/Other:

- Our Rules and Regulations were last updated in 2013. We need to revisit this and make needed updates.

Future Meetings:

- August meetings will be on August 14 and August 28.

There being no further business, the meeting adjourned at 10:45 p.m.

Our next open meeting will be on Tuesday, August 14, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,



Norman Muller
Vice President