

**CLEARVIEW HEIGHTS CONDOMINIUM ASSOCIATION**  
**Meeting Minutes**  
**September 23, 2013**

Present: Karen Burkinshaw, Richard Lacasse, and Norman Muller. There were no other unit owners present.

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

Comments:

Trustees were asked if owners could repair their own fluid-stained parking spots. Many people have successfully used cat litter or other products to clean fresh fluid stains. Once the stains set, however, it takes professional help to solve the problem. Trustees are responsible for the common elements and we contract with a professional to insure the job is properly done and then we bill owners for the cost.

Meeting Minutes:

- A motion was made and seconded to accept the minutes of the August 27 open meeting. Vote: Passed.
- A motion was made and seconded to accept the minutes of the September 10 closed meeting. Vote: Passed.

Slope Remediation Update:

- The process continues. . . We expect to announce a meeting date very shortly when we will discuss the entire project with owners.

Financial:

- As of today, we have \$3,224 in arrears involving eight owners.
- As of today, we have \$25,251.45 in checking and \$139,190.43 in savings for a grand total of \$164,441.88.

Unit Issues:

- We still have one outstanding owner profile.
- We will have Tom Stebbins check the condition of all cellar windows and caulk them, if necessary.

Grounds:

- Asphalt repair of parking spaces will be done soon. Affected owners will be notified when the work is scheduled to be done.

Buildings:

- All wrought iron railings on the property have been scraped and repainted.
- We still need to get another estimate for cleaning carpets in common areas.
- A motion was made and seconded to place the Building 1 residing project on hold for the time being. Vote: Passed.

- A motion was made and seconded to forego purchasing Trex for the remainder of the decks until next year. Vote: Passed.
- A motion was made and seconded to hire Clean Machine to power wash Building 2 and clean the cement stairs on Buildings 1, 3, 4, and 8. Vote: Passed.

On-Going/Other:

- A motion was made and seconded to replace the smoke alarms in all the common areas of the property. Vote: Passed. Current smoke alarms are over seven years old, they are past their useful life, and some have started to fail.
- We are looking into the cost of new mailboxes as well as a new mailbox enclosure. Our current mailboxes are over 24 years old, many doors are becoming problematic, and replacement parts are no longer available.

Old Business:

- Trustees will meet again this month to finish revising the Rules and Regulations.

There being no further business, the meeting adjourned at 8:10 p.m. Our next open meeting will be on Tuesday, October 29, at 6:30 p.m. in the Meeting Room. All owners are invited to attend.

Respectfully submitted,

A handwritten signature in blue ink that reads "Norman Muller". The signature is written in a cursive style with a large initial "N" and a long, sweeping underline.

Norman Muller  
Vice President